



Melbourne Archdiocese  
Catholic Schools



**St Francis**  
CATHOLIC COLLEGE

**TITLE:** ADMINISTRATION ASSISTANT TO CAREERS PRACTITIONER/ VET COORDINATOR MELTON CAMPUS

**Report to:** Pathways Coordinator and VET Coordinator

**Days of work:** Monday-Friday

**Hours of work:** 8.00am – 4.00pm

**Category:** Education Support Category B, Level 2

The Administration Assistant is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

<b>STATEMENT OF DUTIES</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.</li> <li>• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.</li> <li>• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.</li> <li>• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.</li> </ul>
<b>Commitment to Child Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Provide students with a child-safe environment.</li> <li>• Provide an exemplary standard of pastoral care to staff, students, and parents/carers.</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.</li> <li>• Provide general administrative duties to support the Careers Practitioner and VET Coordinator.</li> </ul>

- Respond efficiently to telephone enquiries, ensuring all requests are responded to, and messages are communicated to relevant staff in a timely manner.
- Maintain communication with the VET Coordinator and Careers Practitioner.
- Demonstrate highly developed communication, planning, decision-making and negotiation skills, including the ability to communicate with students, parents/carers, and the wider College community.
- Demonstrate proficiency in the use of College administrative systems - Synergetic and Simon.

#### **VET Coordinator**

- Maintain filing of brochures, subject newsletters, magazines, and Professional Learning opportunities within the learning areas and distribution to other teachers.
- Assist VET Coordinator with the signup of SBAT applicants with the Apprenticeship Centre and organise interviews.
- Coordinate employer visits.
- Assist with the organisation of staff teaching and learning.
- Assist with preparation of required documentation for Year Level Course Information Booklets.
- Conduct periodic inventory stocktakes of subject resource materials and equipment, and for their storage and care.

#### **Careers Practitioner**

- Assist with organisation of work experience for students.
- Engage with industry representatives, including TAFE, universities, and learning institutions.
- Coordinate interviews for Year 9 students, as required.
- Assist with completion of Destination Surveys for exiting students.
- Continue development of ICT skills as technologies evolve.

#### **General**

- Maintain workplace communal areas.
- Assist with organising scheduled College events.
- Responsible for ordering stationery, paper, and photocopier supplies.
- Attend educational programs for professional growth and skill development.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend all relevant College meetings, after hours events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Duties as required by Principal.

## **SELECTION CRITERIA**

<p><b>Commitment to Catholic Education</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.</li> <li>• Demonstrated understanding of Church teachings and the staff members role in the mission of the Church.</li> <li>• Ability to help students understand and appreciate Catholic teachings through personal example.</li> <li>• Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.</li> </ul>
<p><b>Commitment to Child Safety and Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of child safety.</li> <li>• Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.</li> <li>• Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.</li> <li>• Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.</li> </ul>
<p><b>Skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• Proven capacity to work independently.</li> <li>• Demonstrated ability to maintain confidentiality and sensitivity in all aspects of the role.</li> <li>• Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently.</li> <li>• Demonstrated understanding of professionalism, courtesy, and cooperation.</li> <li>• Demonstrated excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the College community.</li> <li>• Demonstrated ability and willingness to accept policy directives.</li> <li>• Demonstrated ability to accurately maintain records and documentation associated with your work.</li> <li>• Demonstrated ability to maintain currency of professional knowledge and skills.</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Required to complete First Aid Certificate (training provided).</li> <li>• CPR qualifications (training provided).</li> </ul>