

TITLE: **ADMINISTRATION ASSISTANT TO CAREERS PRACTITIONER/ VET COORDINATOR COBBLEBANK 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).

STATEMENT OF DUTIES

Commitment to Catholic Education	• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• 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. • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College. • Provide students with a child-safe environment. • Provide an exemplary standard of pastoral care to staff, students, and parents/carers.
Duties and Responsibilities	• Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Provide general administrative duties to support the Careers Practitioner and VET Coordinator.

	• 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 sign-up 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

Commitment to Catholic Education	• 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. • Demonstrated understanding of Church teachings and the staff members role in the mission of the Church. • Ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	• Proven capacity to work independently. • Demonstrated ability to maintain confidentiality and sensitivity in all aspects of the role. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation. • Demonstrated excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the College community. • Demonstrated ability and willingness to accept policy directives. • Demonstrated ability to accurately maintain records and documentation associated with your work. • Demonstrated ability to maintain currency of professional knowledge and skills. Essential: • Required to complete First Aid Certificate (training provided). • CPR qualifications (training provided).