

Position Description: Administration Officer

FLC/Program: Southport Flexible Learning Centre

Location: Southport, Gold Coast, Queensland

Classification: School Officer 4.1-4.3

Salary: \$31.47 - \$32.43 per hour as per the agreement
Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023

Status: Part Time - 30 hours per week, 6 hours per day Monday to Friday
Term Time – not required to work during school holidays
Position includes a six month probation period

Commencement: January 2021

Contact Details: Zoe Surawski, 0438 036 380

Job Ref: SFLC/AO/1020

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and code of conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

Who are we?

The Southport Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers holistic learning options for young people who have been disengaged from normal education settings. Southport FLC has a clear commitment to social justice and stands in solidarity with disadvantaged people of all social, cultural and religious backgrounds with a particular sensitivity to Indigenous culture. The school provides holistic learning experiences that address the social needs of students, and promotes their emotional, cognitive, spiritual and academic development. This includes working with vulnerable young people that have mental health issues, behaviour challenges, learning difficulties and that are just not enjoying the academic nature of mainstream education.

Further information can be found at www.ereafsn.edu.au or www.erea.edu.au

What is the role?

The Administration Officer's main responsibility is to coordinate and complete a range of key school administration tasks. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.



Key Responsibilities

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Professional Knowledge

- High level knowledge of administration practices and processes
- Knowledge of general human resource and financial management processes and practices
- Advanced knowledge of various computer software packages including ability to train and support other staff
- Proficient time management, prioritization, and negotiation skills to keep within deadlines
- General knowledge of good record keeping and retention practices and guidelines
- General knowledge and understanding of child safeguarding requirements and obligations that cover legal and policy requirements in an educational setting or similar

Professional Practice

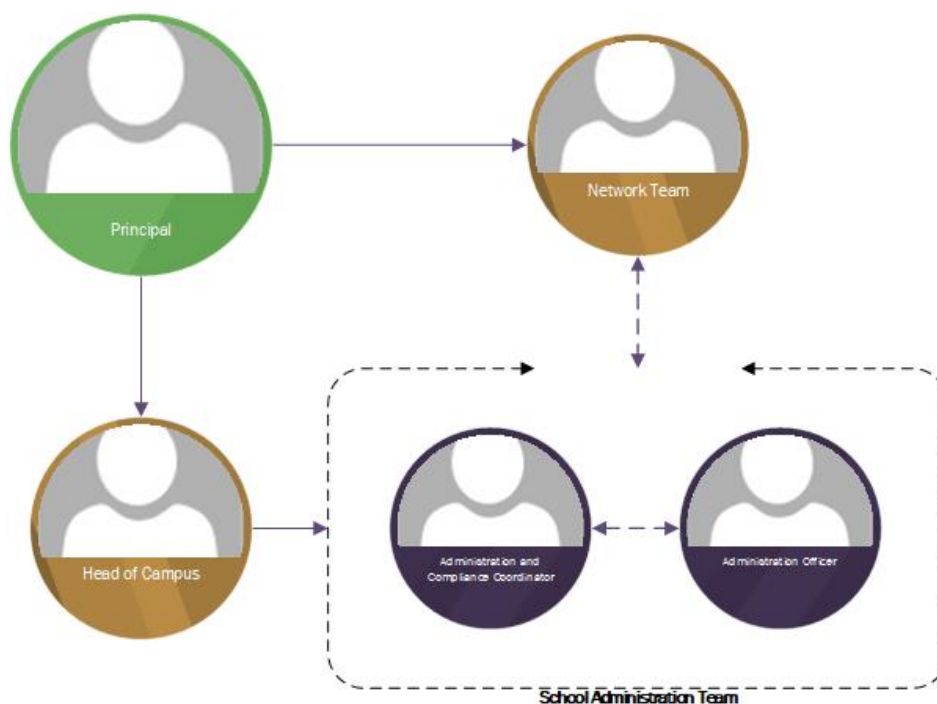
- Ability to follow school-based policy, procedures and systems relevant to administration ensuring all records are accurate and accessible at all times
- Ability to effectively and proficiently use office equipment and support other team members to operate
- Preparation of accurate reports and data as required within timeframes and deadlines
- Preparation and processing of accurate weekly human resource and financial tasks within set deadlines
- Maintain young person records (including attendance, IDs) to ensure student management database and student files are accurate
- Ability to learn and operate digital software in adapting to paperless systems
- Coordination of daily bus runs and associated checklists
- Coordination of school-based telecommunication systems and hardware
- Provide executive support to staff and the school community. For example the preparation, minute taking and distribution of meeting minutes
- Maintaining, coordination and purchasing of general school resource provisions to support daily school programs
- Efficient record management including accurate digitalisation and storage of records
- Organize and book travel requirements for students and staff within school policy (if required)

Professional Engagement

- Commitment to work under the four principles of operation, Respect, Safe and Legal, Honesty and Participation to establish a “common ground” to resolve conflict, negotiate learning, recognize rights, responsibilities and consequences are modelled and explored
- Facilitate effective communication with staff, young people, families, partner organizations and visitors that enhances the school image and contributes to the goals and ethos of the FLC.
- Provide a welcoming and supportive environment for all young people, their families, visitors and staff attending the FLC
- Capacity to act in a professional manner at all times including tact and discretion, ability to maintain confidentiality
- Under general supervision and guidance complete, prioritise and progress work tasks

Working Relationships

The Administration Officer reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school but specifically with the Administration and Compliance Coordinator and Head of Campus daily.



Mandatory Qualifications, conditions and requirements

- Minimal of Certificate III level qualification or equivalency relevant to the position
- Previous experience in similar administration positions
- Applicants must hold or have the ability to attain a current Blue Card **before** commencement as per the No Card No Start Blue Card system legislation (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>)
- High level of computer literacy, oral and written communication and effective organisation skills
- Travel is a requirement of this position therefore it is a requirement that the applicant hold a current 'C' drivers licence

How you will be assessed?

The selection process may include the following:

- Written assessment, online application
- Panel interview
- Work scenarios, portfolio

Interested in applying?

To be considered for this role you need to submit the following to Wollemi.recruitment@youthplus.edu.au:

- Cover letter (maximum 3 pages) that outlines your brief answers to the three points below:
 - **Professional Knowledge:** ability to handle competing priorities/tasks while maintaining deadlines
 - **Professional Practice:** experience in processing general financial and human resource tasks
 - **Professional Engagement:** ability to build and maintain effective working relationships
- Current resume including two referees (one that is your current employer)

The panel understands if you wish to be notified prior to making contact with referees in particular current employer.