

Job Description

Role Title	Administration Officer
Flexible Learning Centre	EREA St Joseph's Catholic Flexible Learning Centre
Network	EREA Oscar Romero Flexi Schools Network
Location	Alice Springs
Report	Head of Campus/Network Principal or Delegate
Hours of Duty	Full-time
Probationary Period	6-month probation in accordance with the EBA
Band/Wage Scale	In accordance with <i>the Catholic Schools (Northern Territory) Collective Enterprise Agreement 208-2021</i> and commiserate with experience and qualifications.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Background:

St Joseph's Catholic Flexible Learning Centre is an initiative of Edmund Rice Education Australia (EREA) and part of the Oscar Romero Flexi Schools Network (ORFSN). EREA include Flexible Learning Centres (FLCs) which offer a full-time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the EREA Flexi Schools respond with a variety of flexible and innovative social inclusion and learning experiences.

See www.erea.edu.au - Publications for further information.

Primary Role:

This position will:

1. Develop and maintain administrative processes which support the efficient and compliant operation of the FLC.
2. Take responsibility for ensuring all administrative functions and compliance are completed in a timely and accurate manner.
3. Work collaboratively with the Head of Campus/Network Principal and Network Senior Project Officer.
4. Work collaboratively with staff to provide a safe, conducive work environment for staff and young people.
5. Support staff in providing resources for activities/programs for young people.
6. Operate within the context of EREA Flexi Schools Policies and Procedures.

Qualifications and Key Characteristics:

- Previous experience in an administrative role essential.
- Advance knowledge of Microsoft Office Suite.
- Qualification at degree, diploma or certificate level.
- Ability to obtain a positive Working with Children Check (Ochre Card), imperative.

Skills and Knowledge:

- Demonstrated skills and knowledge in administration.
- Demonstrated skills and knowledge in third party applications – Microsoft Office Suite essential.
- Demonstrated ability to work collaboratively and establish and maintain professional relationships with all stakeholders.
- Demonstrated capacity to provide a welcoming and supportive environment for young people and their families.
- Demonstrated excellent time management skills.

Principles of Operation (Respect, Participation, Safe & Legal and Honesty):

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Historic Youth+ Foundation and FLC Occasional Papers (available on the website www.erea.edu.au).

Duties and Responsibilities:

Typical duties and responsibilities include, but are not restricted to:

Supporting Young People and Front of House Operation

- Commitment to working under the four principles of operation: Respect, Safe and Legal, Honest and Participation. The principles establish a “common ground” among staff, young people and families, and are the means to resolve conflict, negotiate learning, recognise rights, responsibilities and consequences and modelled and explored, both within the group and individually.
- Respond to enquiries from staff, young people, parents/carers, partner organisations, the general public and address issues in accordance with the FLC procedures.
- Provide a welcoming and supportive environment for young people and families.
- Provide a welcoming environment for visiting consultants.
- Support young people with tasks such as travel passes, making phone calls, etc.
- Managing the safe environment of the front of house/school seeking assistance from teaching/youth work staff as required.

Referral and Enrolment Processes and Young People Data Entry

- In collaboration with the Head of Campus, ensure compliance of administration process and database entry of all referrals and enrolments.
- Ensure young people, families and referral agencies, experience safe and supportive enquiry, referral and enrolment processes.
- Ensure referral, enrolment and enquiry information is recorded and provide reports as required to assist in the strategic planning of the school development.
- Maintain young person records including database entry.
- Ensure student attendance data is accurate and recorded on the database including follow-up on absences.
- Develop systems to provide accurate young people information is available for outing/camps etc.
- Manage accountability and records for confidentiality of information forms, permission forms, authority to administer medication etc.
- Responsibility to organise student ID cards, yearly travel passes for young people.

Financial Responsibility

- Provide assistance for the financial management of the centre including:
 - Arrange purchasing of materials and requisites for the school.
 - Work with the finance support staff to ensure payment of invoices, master-card and petty cash reconciliations.
 - Support the organisation of the resources of the centre including yearly stocktaking, maintaining registers and asset audits.

Developing and Maintaining Administrative Processes

- Maintain appropriate records and prepare reports as required by the Head of Campus.

- Compile and complete statistical, census and other returns as required by EREA, Governments, CENT and other bodies.
- Maintain communication and correspondence between the centre and other individuals and organisations as directed by the Head of Campus.
- Maintain staff records including Working with Children Checks, staff licences, leave applications and fortnightly timesheets.
- In consultation with staff, produce regular newsletters for families.
- Keep minutes of weekly staff meetings and distribute to staff in a timely manner.
- Support staff in preparation of school activities e.g. outings, special events.
- Maintain a register of equipment.
- Maintain a register of compliance with Workplace Health and Safety requirements.

Team Participation/Multidisciplinary Practice/Professional Development

- Support regular whole team reflective practice sessions including daily staff briefs/debriefs.
- Operate within the context of EREA Flexi Schools Policies and Procedures.
- Participate in professional development that is relevant to the work undertaken at the FLC.
- Participate in daily routines of the school as required.

Other identified duties specific to the role in this Flexible Learning Centre

- Carry out duties and tasks that may be reasonably assigned by the Head of Campus/Network Principal, or Delegate, from time to time.

Job Description Acceptance:

I, (print name): have received, reviewed and fully understand the Job Description for the Administration Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: Date: