



POSITION DESCRIPTION

Position: Senior Administrative Officer

Classification: ATO Level 5

Reports to: Director Corporate Services

Tenure: Ongoing, Full Time

The Senior Administrative Officer, under minimal direction, will oversee and manage administrative support across the College. The role will oversee the processing of student data and statistics, ensuring reporting requirements will be met with accurate and timely data. The role will provide a high level of support to the Deputy Principal of Teaching and Learning and the Director of Pastoral Care. The Senior Administrative Officer will manage the staff within the administrative and student support teams and work with the Director of Corporate Services to ensure performance reviews and professional development is managed within the area.

The Senior Administrative Officer will research and prepare high level reports and correspondence, provide support to senior committees as required, and present a professional point of contact for the area and maintain confidentiality. The role is responsible for the implementation, establishment and maintenance of office systems, policies and procedures to ensure effective operation. The role will provide back up when staff are on leave.

KEY RELATIONSHIPS: Director of Corporate Services, Deputy Principal Teaching and Learning, Director of Pastoral Care, Staff, Students, Parents, Public and Principal

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Coordinates and maintains complex (multi-faceted) data bases in established programs ensuring the integrity of the data and developing reports which can be used across the organisation
- Ensure smooth operation of the office
- Coordinate activities of administrative team
- Oversee student records and accurate entering of student and family data
- Compile accurate student census and other data for state and federal reporting requirements
- Oversee Synergetic processes
- Review future student enrolments and ensure data is accurate between future and current families
- Provide high level executive support to Deputy Principal Teaching and Learning and Director of Pastoral Care
- Present a personable and professional image, at all times maintaining confidentiality
- Provide point of contact for office (phone and reception)
- Maintains effective records and relevant information databases in accordance with the College's policies
- Prepare and edit correspondence (including confidential), reports, presentations

- Undertake projects and conducting research
- Support committees as required
- Coordinate and undertake booking of travel, events and functions
- Maintain administration systems, including diaries, records, mail, filing and archiving of records
- Arrange and facilitate appointments and meetings
- Attend meetings as required
- Coordinate/ undertake purchasing of office supplies, as certifying officer
- Comply with College policies, procedures and maintain an active health and safety culture
- Other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Relevant tertiary qualifications or equivalent competency
- Demonstrated ability to manage and maintain complex (multi-faceted) data bases in established programs
- Excellent interpersonal, written and verbal communication skills
- Proven experience in providing administrative support to Senior Management
- Demonstrated experience in appropriately dealing with confidential matters
- Ability to work autonomously and as a collegial member of a team
- Demonstrated ability to coordinate and lead a team
- Demonstrated proficiency and experience in the use of the full MS Office Suite
- Strong organisational, time management and planning skills, with an ability to manage competing priorities

Desirable

- High level of experience in Synergetic and SEQTA
- Experience in a comparable role in either a school or tertiary institution
- Highly developed ability to carry out research and write reports

3. TERMS OF EMPLOYMENT

- 4 weeks annual leave
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: November 2021