



## 22-01 School Support Officer (SSO) - Executive Assistant - Administration O'Connor Catholic College



[Click here to apply](#) - applications close 23 January 2022

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Stream</b>	General Employee - School Administration Services
<b>Hourly Rate of Pay</b>	\$28.90 - \$39.21 gross per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	O'Connor Catholic College
<b>Employment type</b>	76 hours per fortnight (during school term time)
<b>Employment status</b>	Permanent

### About O'Connor Catholic College Armidale

O'Connor Catholic College is a co-educational high school, from Years 7-12 which began in 1975 with the amalgamation of two of Armidale's longest established schools; St Ursula's College and De La Salle College. With a population of around 550 students, O'Connor is committed to the vision of being a faith filled community working collaboratively to enhance the learning for all, resulting in students who are creative, confident and informed people ready to make a difference in our world.

The staff at O'Connor are committed to creating learning opportunities for everyone. At O'Connor, learning encompasses faith learning which is integral to the mission as a Catholic school, academic learning so that every student achieves the best learning outcomes and wellbeing and resilience skills which are important for a healthy, balanced life.

O'Connor is located in Armidale, situated halfway between Sydney and Brisbane and only two hours from the coast. Armidale is a major city with a population of 24,500 people, which rests high on the Northern Tablelands and is known for its four distinct seasons. The Armidale region boasts spectacular gorges, world-heritage national parks, cool-climate vineyards and waterfalls including the Wollomombi Falls which are one of the highest in Australia. It is an ideal area for those who enjoy outdoor adventures including canyoning, mountain climbing, biking, bird watching or trout fishing. Galleries, museums, fine foods and a vibrant event calendar including festivals, music, theatre, markets, book fairs and majoring sporting events guarantee an experience suitable for all ages. Armidale is rich in heritage with grand cathedrals, colonial buildings and is home to the University of New England.

For further information on the school, please visit <http://www.oconnor.nsw.edu.au/>.

## Position Purpose

This position is focused on providing professional secretarial and administrative services to the Principal and Leadership team, particularly around management of the Principal's engagements and office. The purpose of the position is to provide professional assistant support to the Principal and Assistant Principal (and other members of the Leadership Team as required) with the primary goal of increasing the time they devote to leading teaching and learning.

This is a fundamental role in ensuring that the Principal is provided support in their responsibility for the school, its vision and ethos, strategic planning and development, formulation and implementation of policy and programs, and efficient management and open communications within the School community.

## Commencement

The commencement date for this position will be negotiated with the successful applicant.

## Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
<b>Finance</b>	<ul style="list-style-type: none"><li>● Process financial transactions.</li><li>● Cash handling.</li></ul>
<b>Executive support</b>	<ul style="list-style-type: none"><li>● Provide a superior level of support to the Principal and Leadership Team</li><li>● Assist in the management of reports, key events and programs within the School</li><li>● Manage the electronic diary and all scheduling elements for the Principal</li><li>● Manage incoming phone calls and emails.</li><li>● Take the initiative to redirect enquiries to specific areas/persons within the School</li><li>● Prepare draft correspondence for review, set up meetings</li><li>● Ensure that the Principal has relevant files and documentation for meetings</li><li>● Maintain confidential correspondence for the Principal as required</li><li>● Manage and maintain filing system, new staff, budgets</li><li>● Initiate and improve office efficiency</li><li>● Undertake errands as requested</li><li>● Demonstrate a willingness to work constructively, flexibly and proactively within a team to achieve goals and work in collaboration with staff</li><li>● Build strong relationships with staff across the School</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>● Reception and general office duties.</li><li>● Recording students' attendance and uploading documentation.</li><li>● Compilation and entry of forms for CSO.</li></ul>

	<ul style="list-style-type: none"> <li>● Management of the enrolment process, and maintenance of the student database.</li> <li>● Maintaining student and staff files.</li> <li>● Maintaining staff attendance records and payroll forms.</li> <li>● To manage the school's casual staffing needs, out of office hours work is required (included in fortnightly allowance and training will be provided).</li> <li>● To liaise with casual teachers, and school support staff and coordinate where they are needed throughout the school.</li> <li>● To ensure the fortnightly acquittal is completed and submitted to payroll in a timely manner (training will be provided).</li> <li>● The SSO will hold a current first aid certificate, will be responsible for dispensing of medicines, provide first aid for students, staff and visitors, will care for and assess sick children. Will contact parents/ 000 in the event of sickness, injury or emergency.</li> <li>● Will ensure compliance to policies and procedures for student health and well being.</li> <li>● Management of school and office supplies, including ordering, receipting and stocktaking.</li> <li>● Managing complaints - receiving and resolving complaints where feasible otherwise directing these to the appropriate staff.</li> </ul>
<b>Management of Work Health and Safety</b>	<ul style="list-style-type: none"> <li>● To manage the school's termly risk assessment process and associated paperwork, reporting hazards to the Principal.</li> <li>● Manage the accident register and reporting process to CSO.</li> <li>● Be aware of the importance of a disaster recovery plan and its place within the school.</li> <li>● Ensure emergency procedures are current and timely.</li> <li>● Know about the main work health and safety issues and procedures specific to the school and how they relate to students, staff, visitors and contractors.</li> <li>● Know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.</li> </ul>
<b>Management of School Facilities</b>	<ul style="list-style-type: none"> <li>● Establish and maintain internal reporting procedures for and coordinate repairs with regard to damage to school property.</li> <li>● To purchase, repair and oversight maintenance of equipment, furniture and fittings.</li> </ul>
<b>School Promotion</b>	<ul style="list-style-type: none"> <li>● The compilation of advertisements for the local newspapers.</li> <li>● Production of articles of interest in the school newsletter and other print media.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent as directed by the principal.</li> </ul>

O'Connor Catholic College reserves the right to alter roles and responsibilities requirements as required.

## **General expectations of staff at O'Connor Catholic College**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

## **Selection criteria**

### **Essential criteria**

- Certificate III in Office Administration or equivalent level study in office systems, and software used in the office; OR a willingness to undertake study towards an appropriate qualification.
- Ability to work in a child-related environment enabling effective response to a wide range of stakeholders– principal, teachers, CSO staff, parents, diocesan clergy, and community enquiries.
- Effective verbal communication and interpersonal skills, with the ability to liaise with people at all levels (e.g. staff, parents, students and the wider school community) in an informative, accurate and positive manner.
- Highly developed written communications skills with the ability to maintain strong attention to detail and take pride in the quality of work produced.
- Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
- Sound knowledge of administrative systems and procedures, and proficiency with office technology particularly word processing, email, spreadsheets, database and presentation programs.
- An ability to work effectively within a busy team environment, and also to work unsupervised.
- First Aid certificate or willingness to obtain.
- Administration of Medications – training to be provided based on student needs.

### **Desirable criteria**

- Experience with TechOne or other financial management systems.
- Experience with Compass & SAS.
- Previous experience in a school environment.

## Application

For questions regarding the professional nature of this position, please contact the Employee Services Team on 02 6772 7388 or [recruitment@arm.catholic.edu.au](mailto:recruitment@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*