

School Support Officer (SSO) - Administration

St Michael's Primary School Manilla

Position Description

[Click here to apply.](#) Applications close 26 May 2022.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Stream	General Employee - School Administration Services
Hourly Rate of Pay	\$29.49 - \$33.48 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Michael's Primary School Manilla
Employment type	Part-time 14 hours per fortnight
Employment status	Permanent

About St Michael's Manilla

St Michael's Manilla offers quality teaching and learning in a supportive and challenging environment to 96 students with teachers who go above and beyond to ensure that each child's light shines. Staff at St Michael's believe that their students are their best advertisement; confident, creative, capable and competitive.

St Michael's School is a small but extremely welcoming school, with the feel of an extended family. This strong family and community atmosphere is enhanced through close bonds with St. Michael's Parish and the wider community. St. Michael's motto is "Let Your Light Shine". This reflects the staff's commitment to encouraging each member of the school community to be prepared to use their God-given abilities for the benefit of the Manilla community as a whole.

St Michael's is located in Manilla, only a 40 minute drive from Tamworth. Manilla is a town of 2,500 people surrounded by rich countryside, local dams and national parks, which makes it an ideal place for those who enjoy boating and fishing, bushwalkers, and rock climbing enthusiasts. Manilla is internationally recognised as an exciting destination for sports flying including paragliding, hang gliding and sailplane gliding. Mount Borah hosts state and national paragliding competitions every year and in 2007 hosted the first Paragliding World Championship outside Europe. The town also hosts the Manilla campdraft in September and the VRA Antiques and Collectors fair in October. Manilla is only a 40 minute drive to Tamworth, home of the

Country Music Festival held every January. St Michael's and Manilla may be small in number but there is nothing small about the school or town!

For further information on the school, please visit <https://stmichaelsmanilla.catholic.edu.au/about/>

Position Purpose

The position of SSO - Administration exists to support the Principal and the School Executive. The SSO Administration also assists with the smooth, efficient running of the office and liaison between parents, students and members of teaching and support staff.

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
Finance	<ul style="list-style-type: none">● Process financial transactions.● Cash handling.
Management of the School Office	<p>The SSO provides clerical support to the Principal, School Executive and the school community. The work of the SSO includes:</p> <ul style="list-style-type: none">● Reception and general office duties.● Recording students' attendance and uploading documentation.● Word processing including drafting and finalisation of routine correspondence.● Managing the diary of the Principal and School Executive Team in particular for appointments with parents.● Compilation and entry of forms for CSO.● Management of the enrolment process, and maintenance of the student database.● Maintaining student and staff files.● Maintaining staff attendance records and payroll forms.● To manage the school's casual staffing needs, out of office hours work is required (included in fortnightly allowance and training will be provided).● To liaise with casual teachers, and school support staff and coordinate where they are needed throughout the school.

	<ul style="list-style-type: none"> ● To ensure the fortnightly acquittal is completed and submitted to payroll in a timely manner (training will be provided). ● 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. ● Will ensure compliance to policies and procedures for student health and well being. ● Management of school and office supplies, including ordering, receipting and stocktaking. ● Managing complaints - receiving and resolving complaints where feasible otherwise directing these to the appropriate staff.
Management of Work Health and Safety	<ul style="list-style-type: none"> ● To manage the school's termly risk assessment process and associated paperwork, reporting hazards to the Principal. ● Manage the accident register and reporting process to CSO. ● Be aware of the importance of a disaster recovery plan and its place within the school. ● Ensure emergency procedures are current and timely. ● 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. ● Know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
Management of School Facilities	<ul style="list-style-type: none"> ● Establish and maintain internal reporting procedures for and coordinate repairs with regard to damage to school property. ● To purchase, repair and oversight maintenance of equipment, furniture and fittings.
School Promotion	<ul style="list-style-type: none"> ● The compilation of advertisements for the local newspapers. ● Production of articles of interest in the school newsletter and other print media.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent as directed by the principal.

St Michael's Manilla reserves the right to alter roles and responsibilities and requirements as required.

General expectations of staff at St Michael's Manilla

- 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 with St Michael's 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

Desirable criteria

- Previous experience in a school environment.

Application

For questions regarding the professional nature of this position, please contact Bronwyn Underwood, Principal on 02 6785 1757 or email bunderwood@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.

Vaccination Requirements

All NSW school staff are required to have received two doses of an approved COVID-19 vaccine or have a valid contraindication medical certificate in accordance with the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2022](#). These requirements are essential to gain employment with the Catholic Schools Office Diocese of Armidale. Your vaccination status may be discussed as part of the recruitment and selection process.

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