

# School Support Officer (SSO) - Administration

## St. Joseph's Primary School, Mungindi

### Position Description

[Click here to apply.](#) Applications close Monday 15th August 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>	\$29.49 - \$33.48 gross per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	St. Joseph's Primary School Mungindi
<b>Employment type</b>	Part-time 50 - 60 hours per fortnight (negotiable)
<b>Employment status</b>	Permanent

### About St Joseph's Mungindi

St Joseph's Primary School Mungindi is a unique Catholic school committed to teaching the core catholic principles and values.

At our school we incorporate a spirit of community, to recognise the qualities of each individual and encourage optimal learning with an ongoing appreciation of the environment.

On the 21st January 1924 four Sisters from the Gunnedah Congregation, Sisters of Mercy, were appointed to Mungindi. On the 24th January the Sisters opened a school, known as St. Brigid's until 1930 when a new school was built and given the name St. Joseph's. At the end of 1975 the Sisters of Mercy withdrew from the school but continued to administer the Boarding School until 1980. In 1981 The Little Company of Mary came to Mungindi where they conducted the Boarding School until 1983. In 1984 the Sisters of St. Joseph's came to Mungindi. We are very fortunate to have the presence of the Sisters who have a huge impact on both our school, parish and surrounding communities.

At St. Joseph's we have a great leadership team who thrives on change, diversity and progress. By using current theory and evidence to improve professional practice, the focus has continued to be on student growth and improvement. The opportunities being afforded to our students is of the highest quality and meets the diverse range of learning needs. St. Joseph's Annual Improvement Plan has been the catalyst to our success are:

- Embedding Catholic principles and values
- The development of collaborative teaching and learning practice
- The development of agreed literacy and numeracy practice
- Staff really knowing the students and their needs; using evidence based data
- Student ownership of learning
- Working in partnership with parents

At St Joseph's Primary, Mungindi we aim to provide our children with many opportunities to experience personal excellence as they grow and develop in our care.

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

## Position Purpose

The School Support Officer - Administration contributes to the smooth operation of the School and actively supports the Catholic character within it. The SSO may hold various levels of responsibility and perform clerical tasks and basic accounting data entry and processes.

## 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"> <li>● Perform routine financial tasks as required, such as the payment of outstanding supplier invoices and data entry of receipts</li> <li>● Coordination of the preparation and review of annual budget with Principal</li> <li>● Provide financial reports for use by the Principal and School Advisory Council</li> <li>● Oversee excursion costings</li> <li>● Overseeing banking processes</li> </ul>

<b>Accounts Payable</b>	<ul style="list-style-type: none"> <li>● Oversee the accounts payable process including <ul style="list-style-type: none"> <li>➤ Payment of outstanding invoices</li> <li>➤ Reconciliation and follow up supplier statements</li> </ul> </li> <li>● coordination of the procurement process</li> </ul>
<b>Accounts Receivable</b>	<ul style="list-style-type: none"> <li>● Oversee school fee billing, method of payment and recovery of unpaid school fees</li> <li>● Coordinate data entry of receipts including cash and direct debits</li> <li>● Coordination of bursary applications</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> <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 documents</li> <li>● Support the principal in the management of the school's casual staffing needs</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>● Support the adherence to policies and procedures for student health and well being.</li> <li>● Management of school and office supplies, including ordering, receipting and stocktaking.</li> </ul>
<b>Workplace Health and Safety</b>	<p>Maintain knowledge of:</p> <ul style="list-style-type: none"> <li>● WHS issues and procedures specific to the school and how they relate to students, staff, visitors and contractors.</li> <li>● Fire safety are and the associated risks to the school through the process of risk assessment.</li> </ul>
<b>Other Duties</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>

St Joseph's Mungindi reserves the right to alter roles and responsibilities and requirements as required.

## Selection criteria

### General expectations of staff at St Joseph's Mungindi

- 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**

- Demonstrated experience in an administrative role that includes a financial component.
- Knowledge and training in the effective use of various office software packages (particularly Google Suite).
- Demonstrated high level of written communication, verbal communication and interpersonal skills, with the ability to liaise with people in an informative, accurate and positive manner.
- Ability to demonstrate flexibility in a busy environment.
- Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
- Demonstrated ability to use initiative and exercise discretion and confidentiality.
- First aid certificate or willingness to obtain.

### **Desirable criteria**

- Certificate III in Office Administration or Financial Services or equivalent level of study in office systems and software used in the office.
- Experience with TechOne or Quickbooks or other financial management systems.
- 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 email [jobs@arm.catholic.edu.au](mailto:jobs@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.*