**CHRISTIAN BROTHERS COLLEGE**  
**EDUCATION SUPPORT OFFICER - GRADE THREE**  
*(AN ACCREDITED EDMUND RICE EDUCATION AUSTRALIA SCHOOL)*  

**POSITION INFORMATION DOCUMENT**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Office Assistant / Receptionist – Junior Campus</td>
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<tr>
<td>Stream</td>
<td>Resources [ ] Admin &amp; Finance [√] Curriculum [ ] Boarding House [ ] Extension [ ] Stream [ ]</td>
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<tr>
<td>Grade:</td>
<td>3</td>
</tr>
<tr>
<td>Year:</td>
<td>1</td>
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<tr>
<td>Date of First Appointment</td>
<td>TBN</td>
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<td>Employment Category:</td>
<td></td>
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<tr>
<td>Permanent [ ] Replacement [ ] Temporary [ ] Casual [ ]</td>
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<tr>
<td>Hours worked per week:</td>
<td>37.5</td>
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<tr>
<td>Weeks worked per year:</td>
<td>42</td>
</tr>
<tr>
<td>Date this PID completed:</td>
<td>16 January 2014</td>
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**Key Working Relationships** *(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships within the school)*

- Acting Assistant Principal – Junior Campus
- Junior Campus Administrative and Teaching staff
- Office Manager – Executive Assistant to the College Principal
- College Executive and Leadership Teams
- Parents, students, Religious, wider school community

**Broad Purpose**
The Office Assistant / Receptionist is responsible for the following:

- Provision of a confidential administrative service to the Acting Assistant Principal – Junior Campus
- Provide administrative support when required to the Junior Campus administrative support team
- Ensure a welcoming presence for all enquiries to the Junior Campus in person, via telephone and via email.
- Manage student absentees
- Assisting with the production of student reports
- Entering all student related data into MAZE and ensure data integrity
- Provide first aid to the CBC Community as required (an additional First Aid Allowance is payable upon a certificate of Senior First Aid being placed in your personnel file).

**Any Special Conditions:** *(ie allowances)*
It is a requirement of staff that a commitment be given to professional development.
A commitment is given to College functions (eg All staff meetings, Speech Night, Open Days, Feast Days etc). This may involve some out of hours commitment.
Greeting guests with refreshments including set up and pack up of regular meetings.

Description of Position

General Criteria.
This position is critical in the support and smooth administration of the duties of the Acting Assistant Principal – Junior Campus. The position also assists the Administration Team in peak times when additional support is required. Receptionist (including First Aid) duties are also a requirement of the position.

Specific Criteria - Admin
As an Education Support Officer Grade 3 you will be required to apply a high degree of administrative skill and subject to general policy directives, accept responsibility for a specific administration or secretarial function.

DUTY STATEMENT

- Provide high level, confidential administrative support to the Junior Campus community including Receptionist duties, filing, report writing and preparation of presentations.
- Provide a range of administrative support services including letter writing and mail merges which contribute to effective organisation and operation of the Junior Campus.
- Provide support to the College Administration Team when required including organising and participating in events management.
- Ensure all absentee data is entered daily on a timely basis.
- “MAZE” - Entering of all required data and ensure accurate data is maintained.
- “Scholaris” – Maintain accurate, up to date data.
- Assist with the catering needs of the College functions including the ordering of supplies, setting and packing up.
- Distribute the mail daily.
- Senior First Aid.
- Other duties as directed by the Principal.

DESIRABLE CRITERIA

- Support and active commitment of the ethos of Christian Brothers College a Catholic school in the Edmund Rice tradition, while being committed to and display the College Strategic values of excellence, faith, community and compassion.
- Proven experience working autonomously and with confidentiality.
- Demonstrated advanced knowledge of the Microsoft Office Suite, including Word, Excel, PowerPoint, with a typing speed of 55 wpm. Ability to complete complex mail merges using Word desired.
- The highest level of relationship building ability and customer service focus. This includes establishing positive working relationships with students, parents, staff and members of organisations affiliated with the College.
- Ability to work in and make positive contributions to a team. Including organising functions involving the Executive Team members by ordering supplies, setting up and packing up.
- Sound verbal and written communications skills.
- The ability to prioritise and manage time in an efficient and proactive manner displaying excellent organisational skills.
- The ability to use initiative and work autonomously.
- Excellent interpersonal skills.
- Be committed to questioning processes and practices in pursuit of continuous improvement.
- Be committed to professional and personal well being.
Commitment
- Support the development and maintenance of a best practice OH&S culture within their workplace
- Adhere to safe work practices
- Encourage colleagues and others on the worksite to adhere to safe work practices
- Be responsible for OHS&W and maintenance in any area or classroom designated

Legal and Policy Requirements
- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

Plans and Budgets
- Implement relevant actions in OH&S plans as required by their supervisor

Performance and Training
- Participate in relevant OH&S training programmes
- Include OH&S goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk Management and Hazard Control
- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident Reporting and Investigation
- Participate in the investigation of potential hazards, dangerous occurrences, OH&S incidents and near misses in accord with the Catholic Church Safety Manual.

Consultation
- Raise OH&S issues with their work colleagues, supervisor, or local OH&S committee, and assist with their resolution.
- Regularly discuss OH&S issues with other staff at staff meetings
- Regularly consult with colleagues on OH&S issues, and actively participate in OH&S committees if required.

Monitoring
- Monitor and evaluate their OH&S performance
- Monitor the health, safety, and well being of work colleagues to ensure they can undertake their work safely
- Participate in workplace OH&S inspections/audits, and assisting in the maintenance of OH&S facilities, resources, equipment and information
- Monitor workplace OH&S performance and progress of the OH&S action plan for the site.
Qualifications and Training

- Senior First Aid Certificate
- Approved Mandatory Notification training
- Police Clearance to work in Catholic Education SA
- Perform any other duties as required from time to time by the Principal

PERFORMANCE REVIEW

- A six month probation period applies to this position
- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

SIGNED ___________________________ Date ____________________
(Principal or Delegate)

SIGNED ___________________________ Date ____________________
(Employee)

ROLE REVIEW DATE __________________________

PERFORMANCE REVIEW DATE __________________________