



College Administrative Officer - Innovation & Professional Learning

- **Permanent Full Time – Term Time Only**
- **Attractive salary averaged over the year**
- **Combining events & administration**
- **Independent Catholic College**

The Organisation:

Located in Pennant Hills, Mount St Benedict College is inspired and informed by the Good Samaritan heritage, educating young women in a Catholic community where all are encouraged to contribute with the gifts given to them to make a difference in the world.

The Role:

As a member of the College Administrative Team and reporting to the Principal through the Senior Administrative Coordinator, the person in this role works closely with two senior executives. The main focus includes the provision of events and administrative support services to the Leader of Innovation and professional development and learning administrative support to the Leader of Staff Development and Professional Learning.

The Tasks:

- Preparation of Innovation events including administration such as ordering of supplies, organising of groupings, correspondence to parents, bookings with external venues and presenters, arranging transport and collating of medical and dietary requirements;
- Set up new pages on websites as well as social media;
- Assist with the organisation of incursions, excursions and College events including risk assessments, coordination of dates, permission notes, liaison with tour companies, tracking budgets and costs;
- Attendance at meetings, taking minutes and following up on action points;
- Setup and attendance at events and functions including ensuring ICT requirements and canteen/catering requirements have been effectively organised with the relevant teams;
- Maintaining and updating Office 365 account of NESA Registered courses along with biographies of presenters and attendance lists;
- Maintaining and updating College Teacher Accreditation including scanning documents;
- Data entry of professional development opportunities available for staff to apply for;
- Data entry of attendance at professional learning opportunities;
- Updating Professional Learning Noticeboard in the College Staff Room;
- Supporting Professional Development events including setup, welcoming visitors, catering, record keeping;
- Maintaining and updating Google Drive of Practicum Teachers including scanning and filing of reports;
- Editing and maintaining Induction materials for new staff with HR Adviser;
- Many other varied and challenging tasks as required in supporting two senior executives.

The Skills & Experience required:

- Relevant tertiary qualification (Cert IV or above in Office Admin);
- High level of administrative competency;
- Advanced computer skills, including fast and accurate data entry skills, database management systems, Google Platform experience;
- Excellent written and verbal communication with a natural ability to liaise with all levels effectively;
- Excellent attention to detail;
- Strong time management skills;
- Embraces the Benedictine values;
- Previous experience within an educational setting would be advantageous but not essential
- Experience with photo editing and HTML would be highly regarded.

The Benefits:

1. Enjoy a highly collaborative & respectful team environment;
2. Join in all the school events and functions;
3. School holidays off with salary averaged across the entire year;
4. Working where your events experience and high-end administrative skills will be valued.

Your move:

If this fits the bill regarding your previous skills and experience and you love the sound of this challenging role for your career, then **Apply Now!**

The salary on offer is based on the FTE at Level 5 of the NSW Catholic Independent Schools Multi Enterprise Agreement 2017 which is \$73,613 plus super. Working 8am to 4pm Monday to Friday term time only, the averaged salary will be \$65,022.36 plus super.

Please be aware the successful candidate must possess a current Working with Children Clearance.

For our part:

Mount St Benedict College has engaged the services of McCormack Employment Services for this recruitment. We always respond to every application received and we will come back to you one way or the other as soon as possible! If you have any questions or queries, please contact Cheryl McCormack on 02 89200218.