



College Administrative Officer – Teaching & Learning

- **Permanent Full Time – Term Time Only**
- **Attractive salary averaged over the year**
- **Curriculum based**
- **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 Assistant Principal, Dean of Teaching and Learning, the person in this role works closely with Curriculum Team. The scope includes the provision of a range of administrative services which contributes to the effective operation of the College and achievement of educational outcomes for students.

The Tasks:

- Provide support for Heads of Departments in the administration of Exam and other Assessments such as checking submission of Assessment tasks, photocopying and collating Pilot and sample scripts in readiness for marking meetings, matching names to student numbers after assessments and recording and checking students marks using Sentral, management of assessment booklets and other supplies;
- Provide support for the Learning Support Team including disability provisions, typing out transcripts of audiovisual material for special provisions;
- Entering data about Census/funding, checking Health Plans and scanning confidential records for funding purposes;
- Literacy and Numeracy Online Test Administration support;
- Provide administrative support for Heads of Department, Learning Support and TLRT Team including typing of minutes from faculty meetings, assisting with agenda preparation and minutes for teachers meetings, arranging meetings with parents, booking venues, online file management, notice board updating, typing and formatting of programs and assessment schedules;
- Assist with the organisation of incursions, excursions and term break tours including risk assessments, coordination of dates, permission notes, liaison with tour companies/venues, tracking budgets and costs;
- 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 and a love of working with confidential records where following systematic procedures is critical;
- Advanced computer skills, including fast and accurate data entry skills, database management systems, records/file management experience;
- Excellent written and verbal communication with a natural ability to liaise with all levels effectively;
- Excellent attention to detail;
- Strong time management skills with an innate ability to be self-driven;
- Enjoys working to tight deadlines;
- Embraces the Benedictine values;
- Previous experience within an educational setting would be advantageous but not essential.

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 high-end administrative and data recording/tracking skills will be highly 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.