



Mount St Benedict College

Role Description

Job Title:	Administrative Officer – Innovation and Professional Learning
Reporting to:	College Principal Through the Senior Administrative Coordinator
Direct Reports:	None
Classification/Salary:	Level 5, School Support Staff Salary Scale (Clerical Stream)
Hours:	76 hours per fortnight

The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.

Purpose of the position

The Administrative Officer – Innovation and Professional Learning is to provide administrative support services for the Leader of Innovation, Innovation Team, Leader of Staff Development and Professional Learning and the Administration Team of the College.

Responsibilities & duties

1. Support to the Leader of Innovation and Innovation Team

- 1.1 Preparation for Innovation events including administration such as ordering of supplies, organising of groupings, correspondence to parents, bookings with external venues and presenters, arranging transport, collating of medical and dietary information
- 1.2 Set up on new pages on BenniesNet (Firefly) as well as Facebook page and resources for events
- 1.3 Assisting with the organisation of incursions/excursions:
 - Liaison with venues, organisers, transport companies
 - Risk assessments and paperwork
 - Coordination of dates with calendar and excursion provider
 - Permission notes (printing, distribution, collection) and maintaining record of returned notes
- 1.4 Assisting organisation of College Innovation events:
 - Liaison with tour companies
 - Follow up of payment and paperwork
 - Tracking of budgets/costs
 - Collation of important documents for travel
 - Ordering of equipment
- 1.5 Liaising with:
 - Business Services to arrange tasks and coordinate with teacher/group
 - Pastoral team and Learning Support team for students at risk or with needs for consideration
 - Mission team – brainstorm sessions and workflow
 - Marketing
 - Maintenance and ICT set up for in-house events as well as Canteen staff for catering for such events
 - Finance for payments for external venues and presenters
 - Student Leaders for speech and contribution of Leaders to events
- 1.6 Attend Innovation Team Meetings and have independence to follow up on Action Points

2. Support to the Leader of Staff Development and Professional Learning

- 2.1 NESAs eTAMS upload of courses offered at College before courses are run
- 2.2 NESAs eTAMS adding staff to courses as completed
- 2.3 Maintaining and updating Office365 account of NESAs Registered courses, biographies of presenters and attendance lists
- 2.4 Maintaining and updating Office365 account of College Teacher Accreditation - Scanning of documents including certificates, accreditation reports
- 2.5 Data entry of professional development opportunities available for staff to apply for into EMS360
- 2.6 Data entry of attendance at professional learning opportunities into EMS360 and follow up after event to maintain accurate records of attendance
- 2.7 Updating Professional Learning Noticeboard in the College Staff Room
- 2.8 Supporting Professional Development events in the College through:
 - data entry of special events paperwork
 - booking of AV requirements
 - set up of spaces
 - welcoming visitors
 - booking and following up catering
- 2.9 Set up for annual professional growth goal setting at the start of each year
- 2.10 Set up for Professional Reviews at the start of the year and supporting Leaders of the College and Middle Leaders to create Surveys for use in the Professional Reviews.
- 2.11 Maintaining and updating Google Drive of Practicum Teachers - Filing and Scanning of Practicum teacher reports
- 2.12 Typing of documents eg NESAs courses, spreadsheets, Accreditation reports from handwritten notes
- 2.13 Editing and maintaining of Induction materials for new Staff with HR Advisor

3. General

- 3.1 Typing of minutes from meetings as well as assisting with agenda and minutes when required
- 3.2 Attend professional development and training required by the school and actively seek opportunities to increase knowledge, experience and skills held
- 3.3 Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct.
- 3.4 Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, working with volunteers and work experience students, becoming involved in school events.
- 3.5 Such duties as the Principal may reasonably require

Person Specifications

	Essential	Desirable
Academic/Trade Qualifications	Working with Children Check	First Aid
	Equivalent to Certificate IV in Office Administration/Diploma or equivalent knowledge and experience	
Work Experience and Skills	High level of administrative competency including advanced data entry and computer skills	Experience working within a school environment
	Demonstrated organisational skills	
Personal qualities/behavioural traits	Excellent written and verbal communication and interpersonal skills, being able to interact and work effectively and cooperatively with all people	Initiative, drive, self-motivated
	Attention to detail	Creative and resourceful
	Be flexible and able to deal with multiple deadlines and tasks.	Demonstrates discretion and good judgement
	Strong time management skills with an ability to establish and maintain priorities in an environment that needs a flexible yet systematic approach	
	Ability to work in a team and autonomously with minimal direction to set deadlines and timeframes	
	Exercise sensitivity and maintain strict confidence when necessary	
	Have a service oriented approach	
	Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding in accordance with the Good Samaritan ethos.	Embraces the Benedictine values of Pax, Hospitality and Stewardship of the College, through demonstrating empathy, efficiency, drive and commitment and a positive attitude

Agreement:

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Letter of Employment and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties required by the Principal to support the College's compliance with its legislative obligations. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

Employee Signature: _____

Date: _____

Managers Signature: _____

Date: _____