



# Caroline Chisholm Catholic College

## Position Description – Administrative Support

**CLASSIFICATION:** Educational Support Officer

**REPORTS TO:** Principal via Administration Manager

The Administrative Support person's key role is to assist the College's overall daily administrative tasks in the Administration, and various Learning areas. Its purpose is to support the general operation of the College and its wider community. This role will also involve providing Administration support to the Leadership Team and other College departments.

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Specifically, the duties include;

### **Administration**

- Assist with reception and student services, inclusive of covering breaks and travelling between Main Campus and CTK Campus as required
- Undertake general administrative duties including collating and filing
- Support Student Services with First Aid requirements
- Assist relevant staff with general administration

### **General**

- Assist with College events, Opening Mass, Sacred Heart Day, Athletics Day, Fundraisers
- Maintain stationery and printing supplies
- Process enrolment applications as required
- Demonstrate competence in the use of software / data packages

### **Team Culture**

- Positively contributes to building effective team culture
  - Positive assistance to team members and other teams to successfully achieve tasks within time frames
  - Organisational decisions implemented and reinforced in a positive way
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### **Selection Criteria**

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- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Experience in the use of computerised database systems
- Knowledge of Windows based computer applications is essential
- The ability to work under pressure with accuracy
- Time management skills
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check

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- National Police Check
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### **Terms & Conditions**

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Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

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**Caroline Chisholm Catholic College is a Child Safe School**

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