



Caroline Chisholm Catholic College

Position Description – Events & Administration Support

CLASSIFICATION: Educational Support Officer
REPORTS TO: Principal via Director of School Operations

The Events & Administration Support Officer is responsible to the Director of School Operations.

Duties;

Daily Organisation Support:

- Assist the Daily Organiser) as required daily
- Provide back up support for School Organisation Coordinator including:
 - Recording events details on Compass
 - Checking risk assessments compliance for College events
 - Manage student consent for class excursions
- Back up the Daily Organiser as required

Events Support & Administrative Duties:

- Assist the Operations Team with the smooth and efficient running of College events.
- Liaise with the relevant College Leadership for the organisation and coordination of Full College events
- Support the College events in managing external bookings
- Assist the AV Technician with the administration of external bookings
- Liaise with outside user/group for the booking of College facilities
- General office management and administrative duties as required

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

Key Performance Indicators

- Timely preparation of administration tasks and meeting Event deadlines
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These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Selection Criteria

- 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 and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check

Terms & Conditions

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.

Caroline Chisholm Catholic College is a Child Safe School
