

# ST MARCELLIN CATHOLIC COLLEGE

*A Catholic College Educating in the Marist Tradition*

## Role Description

**Position** Administration Officer

**Responsible to** College Principal

**Review Date** 2027

### St Marcellin Catholic College

St Marcellin is a Foundation K-12 Catholic College, located in the beautiful coastal town of Madora Bay, Western Australia. Educating in the Marist Tradition, the College is inspired by St Marcellin Champagnat who sought to make Jesus Christ known and loved by all. St Marcellin was a seeker of knowledge with a heart that knew no bounds. This community will seek to grow young people with strong minds and gentle hearts; faithful and compassionate citizens always seeking to do good in the world.

### Purpose

The Administration Officer will provide administrative support to the College and will contribute to the smooth operation of the College to ensure a quality Catholic experience for the families and staff of St Marcellin Catholic College.

### Position Details

<b>Title</b>	Administration Officer
<b>Accountable to</b>	College Principal
<b>Classification</b>	<p>Level 3</p> <p><i>... of the Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014</i></p>
<b>Hours of Work</b>	<p>Part time 12 Months Fixed Term</p> <p>0.2fte (Thursday)</p> <p>48 weeks worked</p> <p>Thursday - 8.00am to 4.00pm</p>

### Key Responsibilities

## Catholic Ethos

- Demonstrate a personal commitment to the College Values, Vision and Mission underpinning the delivery of a Catholic based education to students in the College community.
- Actively work to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College
- Uphold the value and dignity of each person in relationships with staff, parents and students

## Administration

- Be a professional, welcoming first point of contact for families and staff
- General office administration
- Supporting and managing attendance
- Supporting the organisation of College assemblies
- Supporting creation of newsletter materials
- Other duties as requested by the Principal

## Required Skills

- 4+ years' experience in a similar administration role
- Commitment to crafting and sharing the story of St Marcellin Catholic College
- A welcoming and compassionate nature and excellent interpersonal skills
- A capacity to show initiative, enthusiasm and commitment within a strong work ethic
- Strong organisational and time management skills
- Demonstrate accuracy and attention to detail
- Maintain a high degree of confidentiality
- Contribute to the achievement of a positive and effective team environment
- Ensure professional and positive representation of the College
- Excellent proficiency in executive document preparation and correspondence
- Experience in, or familiarity with, student enrolments in an education facility (or willingness to learn)
- High working proficiency in Microsoft Office

*Key areas and responsibilities of this position are subject to change with the ongoing development of the role*

## Qualifications

*Essential*

- Relevant administrative experience in a mid-to-large sized organisation
- First Aid Certificate

*Desirable*

- Experience within Catholic Education WA Ltd or education sector
- Knowledge of SEQTA