



**Avila  
College**

# Role Description **Administration Assistant**

CLASSIFICATION:	TIME ALLOCATION:	REPORTS TO:		
Education Support Officer Category B or C Level 2	4 days per week, (0.8FTE)	7-9 Learning Leader 10-12 Learning Leader Careers Coordinator		
DIRECT REPORTS:	Nil			
<b>APPOINTMENT TERMS:</b>				
Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022				



## POSITION PURPOSE

*The Administration Assistant works collaboratively with the Learning and Teaching and Careers teams to support the smooth running of learning and teaching activities and careers administration. This position provides daily operational support, medium and long term planning and preparation for events and activities, and has a customer service interface as required.*

**The accountabilities within the role are as follows but not limited to**



### *Learning and Teaching Administration*

- Provide high level administration assistance and accurate, timely clerical and administrative assistance, including:
  - assist in the management of mail and emails
  - screen telephone calls and redirect as necessary
  - draft daily correspondence and briefing tasks
  - assist with the publication of communication from the Learning Leaders office
  - maintain an efficient filing system inclusive of all e-filing and a bring forward filing system. This includes follow up on meeting documentation including any other actions.
  - proof, edit and produce College documents according to the College style guide eg forms, letters, reports, PowerPoint presentations, event planning documents etc
  - as required, research and/or gather relevant data on specific directed topics to enable the Learning Leaders to respond to concerns

- College Receptionist duties as directed
- other duties as directed by the Principal or their delegate

### *Examination & SAC Administration*

- Coordinate roster of examinations staffing for exam supervisors
- Coordinate staffing of SAC catch-up sessions
- Years 10-12
  - NAPLAN
  - ACER testing
  - examination timetables
  - year 7 to 9 alternate program
  - internal semester exams
- Years 10-12
  - VCE/VET/VAL
  - VCE Data analysis
  - HeadStart program
  - VCAA External examinations and
  - GAT and trial examinations
  - Internal semester exams

### *VASS Administration*

Working under the direction of the Learning Leader 10 to 12:

- Enter and maintain student VCE and VET enrolments, unit selections, assessments, and results in accordance with the requirements of VCAA and develop and publish a timeline for this process.
- Be responsible for correspondence and communication between Avila College and the VCAA.
- Be aware and periodically monitor and update Learning and Teaching regarding VCAA administrative requirements and regulations (including DES and special consideration provisions, course work audits) and communicate these to appropriate staff including Year Level Coordinators.
- Maintain a file of VCAA correspondence and policy decisions in liaison with the Learning Leader 10 to 12 and the Deputy Principal Learning and Teaching.
- Co-ordinate the printing of VCE student results in line with the requirements of the VCAA.
- Be available out of hours to support the release of VCE, VET and VCAL results from VASS including running and distributing specific data reports.
- Other duties as directed by the Learning Leader 10 to 12.

### *Careers Administration*

Working under the direction of the Careers Coordinator

- Provide administrative support for the planning and documenting of the careers program for Years 9-12.
- Facilitate the schedule of student meetings with careers practitioners.
- Provide administrative support for students undertaking work experience.



### *Team Memberships and Relationships*

- ▶ Team Memberships
  - Learning and Teaching Team
  - School Community and Events Team
- ▶ Relationships Internal
  - 7-9 Learning Leader
  - 10-12 Learning Leader
  - Pedagogy Leader
  - Careers Coordinator
  - Director of Marketing, Communications and Events
  - Curriculum Leaders
  - Year Level Coordinators
  - Classroom teachers
- ▶ Relationships External
  - Exam Supervisors
  - Broader school community

## Position requirements



### *Knowledge and skills for this role*

- ▶ Preference for prior experience working in the secondary educational environment and working with VASS, student databases and other systems including Synergetic, SIMON
- ▶ Intermediate level of Word, Excel and PowerPoint.
- ▶ Highly effective verbal and written communication skills
- ▶ Ability to prioritise and multi task in a fast paced environment, meeting deadlines with high accuracy and an eye for detail
- ▶ Excellent administration skills including experience in developing systems and processes.
- ▶ Ability and willingness to build productive, highly effective and harmonious working relationships and to liaise with a broad range of both internal and external stakeholders
- ▶ Proven ability to operate effectively both independently with a high degree of initiative and as part of a small team being willing to share knowledge and to be flexible
- ▶ Discrete, ability to make connections, exercise tact and diplomacy, to present professionally.
- ▶ Readiness to undertake professional learning to continue to develop relevant skills required for the role.



### *Education / Qualification*

- ▶ Certificate or Diploma in Administration (or related discipline), although not essential if significant experience exists.



### *General requirements for non-teaching staff*

- ▶ Current Employee Working With Children Check or ability to attain.
- ▶ National Police Check current to within two (2) years or ability to attain.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.



### *School wide accountabilities for all staff*

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in duty supervision as rostered and other supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



### *People and Culture*

- ▶ For further information regarding this position, please contact People and Culture 9831 9636  
[hr@avilacollege.vic.edu.au](mailto:hr@avilacollege.vic.edu.au)



#### **MISSION STATEMENT**

We offer Avila girls the best Catholic education and inspire successful futures.  
We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.  
We teach, guide and support our girls to achieve that vision for themselves.  
We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

#### **VISION STATEMENT**

We inspire our girls today to become successful women tomorrow.

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#### **CHILD SAFETY COMMITMENT**

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

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