



Position Description

Position Title	Administration and HR Officer
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Monica's
Location	<i>Kangaroo Flat</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Category B
FTE	1 FTE
Status	Ongoing
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

That the values of the Gospel are central to who we are, what we do, and how we act.

That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.

That a strong sense of community is dependent on the quality of our collegial relationships.

That each person's potential is fostered through the dedicated ministry of Catholic Education.

In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Monica's was built by Dr Henry Backhaus in 1860. In 1920 the Sisters of Mercy took over St Monica's, with 58 pupils enrolled.

The school is situated in the Bendigo suburb of Kangaroo Flat. St Monica's offers the local community a comprehensive curriculum that supports and empowers its students to become independent, socially aware, lifelong learners.

St Monica's has a dedicated, committed, and caring staff who believe the profession is a call to service. Catholic Social Teachings give our students opportunities to support others who are locally and globally less fortunate.

Position Summary

The role of Administration Officer is to provide various levels of administrative support for the school.

Key Responsibilities

General Administration	<ul style="list-style-type: none">● Responsible for delivering general administration of the school office.● Ensure that confidentiality is maintained, and that compassionate, competent customer service is offered within the framework of the mission, values, and vision of CES Ltd.● Respond to general administrative queries and escalate any issues as required.● Understand critical or sensitive issues which may require the immediate attention of the principal.● Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful, and friendly manner.● Provide confidential administrative and executive support to the Principal and Leadership Team as required.● Collection and management of mail● Provide support and assistance to the principal and school staff including event management.● Be the primary person responsible to the management of the following programs: Enquiry Tracker, SIMON and assist with CDF Pay and the school's website.● Support the financial management of the school.● Maintain student records and information by monitoring processes and procedure in accordance with best practice and legislative requirements.
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	<ul style="list-style-type: none"> ● Act as School Enrolment Officer, managing the enrolment processes and procedures as well as maintaining the enrolment and attendance registers accurately and up to date systems ensuring they are VRQA compliant. ● Build positive working relationships with both internal and external stakeholders. ● Organise and manage special events including catering, entertainment, transportation, equipment, promotional material etc, as required. ● Maintain WWC register annually. ● Maintain the staff first aid register annually. ● Maintain the staff VIT registration register annually. ● Maintain the mandatory reporting compliance register annually.
Student Data Support	<ul style="list-style-type: none"> ● Create and maintain school and student data files, as mandated by legislative bodies. ● Manage, in conjunction with the principal, the student census. ● Manage the administration of student attendance data.
HR Support	<ul style="list-style-type: none"> ● Work with school leadership and CES Ltd HR and Recruitment Team to support and coordinate the school recruitment process including development of position descriptions, recruitment advertisements and interview guides. ● Work with CES Ltd HR and Recruitment Team to arrange placement of recruitment advertising. ● Advise staff and the principal of the employment conditions and liaise with CES Ltd People and Culture department for advice as required. ● Update increments and complete salary assessments. ● Ensure personnel record system and online staffing records are updated for leave and other changes. ● Prepare, complete, and distribute staff employment contracts and onboarding documentation, providing completed documentation to Finance Officer for input into payroll system. ● Create variation letters as required. ● Coordinate the staff induction process. ● In conjunction with the CES Ltd ER/OH&S Team and the Finance Officer, coordinate WorkCover claims and related payments. ● Ensure employee files are current and well maintained, including the VIT register and Working with Children Check register. ● Coordinate staff census and complete the OSR confirmation process bi-annually. ● Responsible for maintaining Casual Relief Teacher list. ● Responsible for Contractor Management System for the school.
Emergency Response and First Aid	<ul style="list-style-type: none"> ● Understand emergency procedures, school policies and legal requirements associated with providing a safe environment. ● Assisting first aid as required.

Child Safety	<ul style="list-style-type: none"> ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. ● Assist in the provision of a child-safe environment for students. ● Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Finance Management	<ul style="list-style-type: none"> ● Receive and receipt monies payable to the school, including fundraising monies, ensuring appropriate cash handling, and banking procedures are maintained.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Satisfactory national police record check • First Aid Certificate • Anaphylaxis Certificate
	Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated experience in working in an executive support or administrative role. • Experience in databases and data entry.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check. • Ability to demonstrate an understanding of appropriate behaviours when engaging with children.
	Skills and Attributes	<ul style="list-style-type: none"> • Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail. • Highly developed word processing and computer skills including a high degree of proficiency within the

		<p>Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</p> <ul style="list-style-type: none"> ● Demonstrated high level customer service skills with an ability to liaise effectively with stakeholders in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters. ● Excellent written and verbal communication skills. ● Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm.
Desirable	Qualification and Registrations	<ul style="list-style-type: none"> ● Certificate IV qualifications in a relevant field or equivalent.
	Knowledge and Experience	<ul style="list-style-type: none"> ● Experience in an education environment would be highly regarded. ● Experience using SIMON/PAM.