



MARIAN COLLEGE

Administration Officer –Assistant to the Assistant Principals

POSITION:	Administration Officer –Assistant to 4 x Assistant Principals
REPORTS TO:	Assistant Principals and Office Manager
ROLE TENURE:	Ongoing
FTE:	1.00
CONDITIONS:	Catholic Education Multi-Employer Agreement 2022 Category C Education Support Level 3 or 4 – 7 weeks leave (4 weeks during the Summer holidays, 1 week of each term break)

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Assistant Principal's Personal Assistant is responsible for providing high-level administrative support to the Assistant Principals: Learning and Teaching, Faith & Mission, Student Wellbeing and Staff & Strategy. The Assistant Principal's Personal Assistant works as part of a team and serves as a representative of the College, interacting confidently with staff, students, parents, and external partners, always upholding the College values with sound judgment. Their discretion in managing confidential matters and discernment in complex situations are essential to maintaining trust and fostering a positive college environment.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

GENERAL:

- Manage Executive members diary and google calendar
- Prepare and distribute Agendas with associated paperwork and take Minutes for selected team meetings.

- Support projects and initiatives involving Faith, Staff & Strategy, Learning & Teaching and Student Wellbeing Programs as directed.
- Keep the Staff Handbook updated (on-line) with the assistance of the Executive.
- Keep the Staff Google Calander updated (including excursions).
- Prepare and distribute Agendas with associated paperwork and take Minutes for selected team meetings.
- Compose letters and emails communicating to members of the College community
- Assist with the preparation of presentations
- Determine appropriate course of action, referral or response with efficiency, diplomacy and initiative in readiness for the Assistant Principals to manage the situation
- Use discretion and judgement in the absence of the Assistant Principals to manage or refer urgent matters to the appropriate Senior Staff members.
- Book rooms, equipment etc, as per the Assistant Principals commitments and ensure relevant documents are collated for onsite and offsite meetings.
- Organise and oversee functions hosted by the Assistant Principal/s.
- Undertake other appropriate assignments as directed by the Assistant Principals.
- Carry out any other duties as requested by the Assistant Principals.

LEARNING & TEACHING PROJECTS:

- Provide specific support to the Assistant Principal - Learning & Teaching by coordinating and acting as the primary administrator for student learning procedures and software applications, including:

Student Data Reporting

- Produce reports on student learning statistics.
- Monitor posting of teacher feedback by agreed due dates.

Reports

- Administrator of the Reporting Software.
- Write and maintain Reporting Handbook for the Reporting system to distribute to staff.
- Provide information and set up files from databases as requested, e.g. Create and maintain templates and class lists, run analysis of results from the Reporting Program for senior staff.

Subject Selection (Timetabler and Webpreferences)

- Administrator of the Student Option, including Web Preferences Management.
- Assist with student preference changes and new student preferences.
- Respond to queries and troubleshoot issues.

Parent Teacher Interviews

- Assist parents with enquiries in relation to booking appointments.
- Coordinate venue set up and pack-down, including catering requirements.

Exam Preparation

- Liaise with the Leaders to coordinate the collation and external printing of end of semester exams

NAPLAN

- Upload and maintain student details and Coordinate absentee recording.
- Oversee the distribution of NAPLAN results.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.

- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Commit to supporting the Catholic ethos of the College and its mission.
2. Excellent organisational skills that enhance work efficiency.
3. Ability to work collaboratively, flexibly, independently, and creatively in high pressure situations.
4. Ability to work as part of a team.
5. Good oral and written communication skills, including ability to communicate with children, parents and the school community.
6. Ability to manage complex tasks with minimal supervision.
7. Ability to develop and maintain strong working relationships with key stakeholders
8. Commitment to ongoing personal and professional development.

QUALIFICATIONS

Essential:

- Tertiary qualifications: Certificate IV in Office Admin and/or relevant business qualification & experience.
- Working with Children Check/A current and satisfactory National Police History Check.
- Advanced skills in the use of the Microsoft/Google Suite of software, Word, Excel, and PowerPoint.

Desirable:

- Experience in school setting
- Anaphylaxis Certificate or willingness to undertake
- First Aid (Workplace Level II) or willingness to undertake

Additional Note: This role description is flexible and may change based on the applicant's skills and the College's needs in consultation with the Principal. It aims to highlight key responsibilities without limiting the position's scope.