



POSITION: Administration Officer - Students

REPORTING TO: Principal

TENURE: The appointment is part-time 0.52 (19.75 hours) and ongoing.

LEVEL: Education Support Employee Category B Level 2

SALARY AND BENEFITS:

- The salary and conditions are in accordance with the *Victorian Catholic Education Multi Enterprise Agreement 2018* or its successor. The position is classified as Education Support Employee Category B Level 2.
- Employment is for gazetted school term dates. School holidays are provided.
- Salary packaging arrangements are available to staff of Lumen Christi Primary School, Churchill.

COMMENCEMENT DATE: Monday 1st April

KEY SELECTION CRITERIA:

- A strong commitment to Catholic Education
- Excellent interpersonal and communication skills
- Extensive administration experience
- Advanced computer skills and knowledge including experience in financial programs, Microsoft Word, Excel and Internet Applications

OTHER ATTRIBUTES REQUIRED:

- Strong organisational skills and ability to manage time effectively
- Ability to prioritise work
- Friendly and approachable manner
- Ability to work as part of a team whilst still accepting responsibility for your own tasks.

CONDITIONS OF EMPLOYMENT:

- The appointment will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employment is conditional upon compliance with the Lumen Christi Catholic Primary School Churchill *Child Protection and Safety Policy* and *Child Safety Code of Conduct*, and any other policies or procedures relating to child safety.

QUALIFICATIONS AND EXPERIENCE:

- A relevant qualification in Accounting, Business or a related field would be an advantage, but is not essential.
- Experience with financial or book keeping functions.
- Experience in a school environment would be an advantage, but is not essential.
- First Aid qualifications or a willingness to undertake First Aid training.

DUTIES:

- Undertake general administrative duties of the school office including:
 - a. Provide informed and friendly customer service to all students and parents/guardians
 - b. Ensure school visitor processes are followed in line with school policy and Child Safety requirements
 - c. Administration and maintenance of Working With Children register and other Child safe compliances
 - d. Prepare the school newsletter and other correspondence to school community as directed by the Principal
 - e. Provide administrative assistance to the Principal as directed
 - f. Provide administrative assistance to school staff as directed by the Principal
 - g. Attend to ill students and administer first aid as required
 - h. Assist with administration of student attendance data
 - i. Other duties as directed by the Principal
- Undertake the student administration function for the school including:
 - a. Administration of student enrolment forms and other enrolment documentation
 - b. Provide support to the Principal for enrolment and related student processes
 - c. Maintain accurate student records and information
 - d. Maintenance of student activity locator
 - e. Administration of the application processes for Camps, Sports, Excursion Fund (CSEF), Conveyance Allowance and other applicable grants
 - f. Generation of school and student data files as required by Department Education & Training (DET) and Catholic Education Commission Victoria (CECV)
 - g. Management of school excursion permissions, medical records, student reports and other external communications to the school community utilising the applicable software programs
- Provide support for the accounts receivable function for the school including:
 - a. Receive and receipt monies payable to the school ensuring appropriate cash handling and banking procedures are maintained as required
 - b. Preparation and maintenance of school fee direct debit schedules if required
- Provide support for the accounts payable function for the school including:
 - a. Payment of invoices if required