

Position Information Document: Education Support Officer

Personal Assistant to Student Wellbeing Team

Position Details

Role Title:	Personal Assistant to Student Wellbeing Team
Responsible to:	Responsible to the Deputy Principal: Student Wellbeing and Leadership for day-to-day operations and ultimately responsible to the Principal
Classification Level:	Grade 3, Subclassification: Administration Refer to <i>SA Catholic Schools Enterprise Agreement 2020</i> , Appendix E: Classification – Education Support Officers.
Weeks per year:	42 weeks
Hours Worked per week:	37.5 hours (Monday-Friday)
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (" Enterprise Agreement ")

Role Context

The Personal Assistant to the Student Wellbeing Team, works to coordinate and support the student wellbeing and leadership functions within Cabra Dominican College. They offer confidential secretarial and personal assistance support to the office of Student Wellbeing, which at times can encompass other key staff involved in this area: Executive Leadership Team, Director of Student Wellbeing, House Leaders, Social Work Team, and the Leader of Diverse Learning.

Role-Related Responsibilities

Personal Assistant to Student Wellbeing Team

- Undertake a wide range of confidential secretarial and administration duties for the Deputy Principal: Student Wellbeing and Leadership (DP:SWL).
- Undertake responsibility for special projects requiring clerical, administrative and organisation skills.
- Provide reception and administrative support to the DP:SWL and Student Wellbeing office. This includes supporting the Director of Student Wellbeing, House Leaders, Social Work Team and the Student Leadership Coordinator.
- Provide diary management for DP-SWL and Director of Students.
- Assist the DP:SWL to coordinate the monthly Child Safety report for the Board of Directors.
- Prepare draft reports for the Board, and other committees as required, to be approved and finalised by DP:SWL.
- Provide secretarial support for the House Leader Team, Child Safeguarding Committee and other committees as required, including scheduling meetings, creating agenda's, minute taking and distributing.

- Liaise with parents/caregivers/staff regarding sensitive and confidential information on behalf of DP:SWL
- Draft correspondence, working papers, reports, memoranda, notices and other materials.
- Prepare replies (for authorisation by others) including confidential and sensitive correspondence and communications.
- Provide administration support for Student Academic Reports/Pastoral Care comments.
- Assist House Leaders and Diverse Learning Team with the adjustments of IEP's.

Data and Record Management

- Manage data from SEQTA to produce informative student wellbeing, attendance, engagement reports for analysis.
- Use computer software packages, including desk top publishing, database and/or web software and management information systems.
- Manage the confidential management and retention of Student Wellbeing records and Court Order files.
- Manage the submission and confidential storage of student exemption forms/student exit forms.
- Produce ad hoc data reports for House Leaders, Executive Leadership, and the Social Work Team as required

Student Wellbeing Events

- Assist with the management of Student Wellbeing and Pastoral Care events.
- Liaise with key stakeholders.
- Manage the administration of student leadership camps, events and days.
- Work and liaise with the Marketing and Communications Coordinator and Registrar for student orientation days.
- Provide support and assistance with the production of booklets, script, certificates, PPT.

Person Specification

The employee will:

- Demonstrated high level interpersonal skills to accurately and efficiently communicate with a diverse range of staff together with a proven ability to communicate effectively and negotiate on a range of issues and keep appropriate documentation and audit trail.
- Demonstrated experience working with highly sensitive material and maintaining confidentiality and experience in liaising with people at all levels both internal and external to Cabra to deliver quality customer service.
- Demonstrated organisational and time management skills to manage information flow using initiative to prioritise competing demands and meet strategic needs.
- Demonstrated commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Successfully managing Student Wellbeing Team's diaries to maximise productivity.
- Demonstrated writing and proofing skills to develop and produce quality documentation including minutes, reports, correspondence, and presentation materials.
- Ability to work effectively as part of a team in a fast-changing environment, to work productively with limited supervision and to prioritise and work to deadlines.
- Be accountable for the establishment, implementation and systems to ensure a high standard service is provided, encapsulating accuracy and attention to detail.

- Highly developed communication and written skills including highly developed IT competencies in the Microsoft suite as a minimum.
- Knowledge of the systems (e.g. SEQTA is beneficial).
- Seek to deepen their understanding of the Dominican charism.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the *Work Health and Safety Act 2012* (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer; and
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- HLTAID004 Provide an emergency First aid response in an education and care setting.
- Learning Manager modules, as issued by the Catholic Education Office, as required.

In addition, all employees are expected to:

- Provide copies of awarded qualifications to the Human Resources Manager, if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.

Conditions of Employment

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.
- The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

Employee

Date

Date