

ADMINISTRATION ASSISTANT

Position Information Document

The teaching, learning and support which occur within our College take place within the context of our Vision Statement.

"Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels".

Our Kildare Ministries Core Values:

Wonder | Celebrating all that is good with joy and gratitude

Courage | Speaking and acting with integrity

Hospitality | Welcoming all

Hope | Bringing a sense of purpose

Compassion | Walking with and having empathy for all

Justice | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

APPLICATION PROCESS

Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page) detailing the following:
 - Your experience relevant to the role
 - What motivated you to apply
 - What you hope to contribute to the Kildare College community
2. A completed Kildare College Employment Application and Declaration Form
3. A copy of your Curriculum Vitae

Timeline for Applications

- Applications close 9.00am on Tuesday, 10 June 2025.

The successful applicant is required to gain a Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry.

The incumbent will be required to undertake Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) training prior to commencement and maintain their online training course every three years.

Current HLTAID012 - Provide First Aid in an education and care setting is a requirement prior to commencement. For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the HR Manager on 08 83699999 or via email hr@kildare.catholic.edu.au

Applications should be submitted in PDF format and be addressed to the Principal via email: vacancies@kildare.catholic.edu.au

POSITION INFORMATION DOCUMENT

Name:	Successful Applicant
Position Title:	Administration Assistant
Stream:	Administration
Grade:	3
Employment Category:	Permanent
Commencement Date:	As soon as possible
Hours worked per week:	27.5 (11.30am – 5.30pm Monday - Friday)
Weeks worked per year:	45

INTRODUCTION

Kildare College is a Kildare Ministries Catholic Girls' College in the Brigidine tradition, educating girls from Years 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 775 students.

REPORTING RELATIONSHIP

- Reports directly to the Business Manager.
- Ultimately responsible to the Principal.

KEY WORKING RELATIONSHIPS

- Leadership Team
- Administration Team
- College Staff
- Families, students and other members of the College community
- Visitors
- External parties / stakeholders

DESCRIPTION OF POSITION

General Criteria

Education Support Officer Grade 3 Administration

Refer to: CESA Enterprise Agreement 2020 (or as amended)

BROAD PURPOSE

Under minimal supervision the Administration Assistant is integral to the College community and has a high customer-service focus. This position requires a professional frontline person to handle the flow of people, enquiries and administrative activities associated with the day-to-day running of the front office.

KEY RESPONSIBILITIES & DUTIES

The Administration Assistant's duties include, but are not limited to:

- Serve as one of the first points of contact to the College, delivering an efficient, professional, and welcoming reception service to students, families, and visitors at all times.
- Perform a wide range of high-level administrative tasks, supporting members of the Administration and Finance Teams as required, while maintaining confidentiality and attention to detail.
- Process incoming payments in accordance with College finance procedures, ensuring accuracy and accountability.
- Effectively utilise College systems including SEQTA, MAZE, Consent2Go, EDVAL, and Enquiry Tracker for data administration, timely reporting, and accurate filing of documentation and records.
- Respond to enquiries from College community members and external parties, making accurate notes, appropriate referrals, and briefing appropriate staff and Leadership Team members regarding relevant appointments.
- Assist with the preparation, distribution, and electronic delivery of Prospectus packs to prospective families. Support enrolment procedures by maintaining accurate and up-to-date records.
- Operate a range of office equipment including telephones, computers, printers, photocopiers, binders, and scanners. Assist with the mass production of documents including copying, collating, stapling, binding, folding, and cutting.
- Provide administrative support to the Leadership Team, staff, and other members of the College community as appropriate, maintaining discretion and confidentiality in all aspects of College business.
- Assist in the coordination of meetings and events. Support the planning, organisation, and catering of key College functions such as College Tours, Orientation Days, and Transition Programs.
- Assist with the procurement and stock levels of College supplies, including stationery, first aid materials, printer consumables, cleaning products, and staff room provisions.
- Act as a designated First Aid Officer, providing timely and appropriate assistance to students and staff. Maintain first aid facilities and ensure the confidentiality, accuracy, and currency of medical records, including Medical Emergency Plans.
- Undertake other duties as directed in response to the operational needs of the College. Duties may be varied as determined by the Principal.

PERSON SPECIFICATIONS & SKILL REQUIREMENTS

- Willingness to uphold and contribute to the policies and Core Values of Kildare Education Ministries.
- Demonstrated experience with a front office and/or administrative role with equivalent competencies. Prior experience working in an education environment is highly desirable.
- High level proficiency in using a computer and applicable programs, particularly Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher) and database applications and other office equipment to fulfil the requirements of the role.
- High level interpersonal and communication skills (written and verbal) to interact positively with all members of the College community and external parties to present a professional impression of the College.
- Ability to work under little direct supervision, analyse and plan approaches to problems and locate and evaluate information from a variety of sources to meet specified quality standards.
- Utilise reasonable discretion and judgement, take significant initiative and responsibility to apply solutions and take responsibility for own outcomes.
- Be self-motivated, proactive, organised, and able to work productively in a multi-faceted team environment.
- Demonstrated ability to always maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Reflect on and review personal performance and adjust appropriately.
- A commitment to ongoing professional learning and development and active participation in Performance Appraisals, as required.

SPECIFIC REQUIREMENTS

Qualifications and training:

- Demonstrated comparable knowledge and experience in a similar role.
- Screening clearance and current valid Working with Children Check (WWCC) to work in Catholic Education SA.
- Current valid Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Current and accepted HLTAID012 - Provide First Aid in an education and care setting.
- Undertake Disability Standards for Education certification.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you 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, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- 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: Division 4, Section 28 – SA WHS Act 2012)

CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

- The Administration Assistant is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- Probationary period of six (6) working months applied to this appointment.
- All employees are required to proactively participate in the College's Performance Appraisal Program including periodic review.
- I have read and understand the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Signed _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____