



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

ADMINISTRATIVE ASSISTANT - SENIOR YEARS

Title	Administrative Assistant - Senior Years
Classification	Education Support Officer: Category C
Appointment duration	Ongoing Part Time at 4 days/week (0.80 FTE)
Date Reviewed	September 2022

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith community wherein all members, and especially students, '*Gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be.*' (The Catholic School, n31) The words of Jesus, '*I have come that you may have life and have it to the full.*' (John 10:10) and '*As the Father has loved me, so I have loved you.*' (John 15:9) provide the basis for all that we do.

This role description is written in light of the Mission Statement of the College, whereby the College '*reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ*', '*aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice*' and '*assists them to take their place in society as valued individuals, alive with the wisdom of the Gospel.*'

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School in accordance with Ministerial Order 1359

Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

OVERVIEW

The Administration Assistant - Senior Years shall be responsible to the Deputy Principal – Staff through the Administration Manager and Director - Senior Years, to provide word processing, secretarial and other administrative services for the Director - Senior Years. The Assistant should be able to carry out duties and responsibilities with limited supervision and make decisions and establish work priorities on procedure-oriented operations.

Personal Responsibilities

Word Processing and Secretarial:


- Provide word processing and secretarial services for the Director - Senior Years
- Maintain Senior Years-related student records
- Maintain all Senior Years-related proformas
- Coordinate rescheduled SAC (RESAC) sessions
- Distribute all relevant VCE and VCAA publications
- Enter and maintain Senior Years subject data
- Maintain all relevant Senior Years Calendars
- Under the direction of the Director - Senior Years and through liaison with relevant staff, administer College social functions as required for Senior Years students – Formals, Thanksgiving Mass, Valedictory Dinner, etc.
- Other duties as directed by the Director - Senior Years


Other Specific Duties

VASS Duties

Under the direction of the Director - Senior Years, the Administration Assistant - Senior Years is required to:

- Transfer all Senior Years Timetable data into VASS
- Establish and maintain all subsequent VASS lists and student personal details for students in year 10, 11 and 12
- Print and distribute Student Personal Detail forms, Examination timetables and Subject data for all Senior Years students
- Enter all SAC scores, SAT scores and Indicative Grades
- Liaise with the Pathways Coordinator to ensure the management of all required VET/VCAL data onto VASS
- Assist with Senior Years Examination arrangements in June/December and trial exams in September/October

 *The Flexibility to work additional hours, as authorized by the Director - Senior Years, at times of peak demand may be required.*

 *The ability to access and maintain some College and/or VASS-related tasks after hours may be required*

Employment Qualifications

The Administration Assistant - Senior Years will be a person competent with MS Word, Excel, Outlook (including calendar scheduling); possessing strong inter-personal communication skills and pleasant personality; the ability to operate in a reception area; and a willingness to undertake a range of administrative tasks. Knowledge of Synergetic and VASS is desirable.



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Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College.**

and emailed to employment@whitefriars.vic.edu.au no later than **4.00pm on Friday 7 October 2022.**

Any enquiries regarding the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.