



# ROLE DESCRIPTION

## ADMINISTRATION ASSISTANT

Holy Cross College offers a Catholic education from Pre-Kindergarten – Year 12. The Vision of the College is to be ‘a community of transformation in the Spirit of the Risen Christ’ and in striving for this we are inspired by our College patron, Blessed Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationship, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of technology to redefine learning. The College’s Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

### Learning

Support Staff at Holy Cross College will:

- keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same
- complete and maintain Accreditation to Work in a Catholic School in the required time
- support staff, students and parents with access to and use of College resources
- respect and support the learning and development of staff in all areas of the College
- focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff
- maintain a high level of ICT skills
- maintain Senior First Aid qualification

### Inter-relationships

Support Staff at Holy Cross College will:

- have a welcoming manner and excellent interpersonal skills
- actively engage in the pastoral care of students
- interact with staff, students and families in a way that is both professional and pastoral
- appropriately relate to young people
- treat all information as confidential
- display excellent organisational skills
- maintain high expectations of service, choices and manners through example
- be well-groomed, well-spoken and familiar with protocol and etiquette
- work independently or as part of a team and be flexible with work arrangements
- use initiative in carrying out duties
- be flexible in the performance of the role
- practise sound communication skills

## **Faith**

Support Staff at Holy Cross College will:

- demonstrate a commitment to the objectives and ethos of Catholic Education
- actively witness to Gospel values in the performance of all areas of duty
- proclaim the Gospel value of the value and dignity of each person in relationships with students, parents, staff and others related to the College
- have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- live and act in a way that respects the beliefs and practices of a Catholic community
- lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- participate actively in the sacramental, liturgical and prayer life of the College
- promote and support strong and meaningful connection with St Helena's Parish

## **Enrichment**

Support Staff at Holy Cross College will:

- recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments
- actively engage in personal, spiritual and professional learning
- be willing to positively share time, energy and talents in support of the ongoing life of the College
- abide by all College Policies and Procedures

## **Current Specific Responsibilities**

### **Relief Coordination**

- Liaise with the Deputy Principal Enrichment and Assistant Principals Junior School to manage and grow the College external relief pool
- Coordinate and cover staff absences with internal and external relief teachers (Pre-Kindergarten to Year 12) including, booking external relief for both planned and emergency cover
- Allocate the duties of Casual Relief staff in a fair, equitable and transparent manner
- Provide summary reports as required on relief requirements
- Ensure daily relief supervision sheets are completed and distributed prior to relief staff in a timely manner (PK-Y6)
- Ensure daily relief and staff absence sheets are published daily
- Enter all staff absences in to the College absence calendar
- Coordinate room changes as required covering various events
- Enter all approved Excursions, Incursions, events and leave into the College absence & relief calendar.
- Organise the editing and printing of permission letters for all excursions and post a digital copy on the Parent Portal and associated events calendar
- Prepare an Induction Package for all external relief teachers in liaison with relevant staff.
- Record and report on relief teacher hours
- Liaise with the Deputy Principal Enrichment and Assistant Principals Junior School regarding all matters related to staff absences, particularly those absent due to illness or other reasons previously notified.

## **Rosters**

- Compile and manage staff duty rosters in liaison with the Deputy Principal Enrichment and Assistant Principals Junior School. Enter data into the College timetable system
- In liaison with the Deputy Principal Enrichment, prepare Exam supervision schedules on a fair and equitable basis

## **General Administration:**

- Assist with general office duties as directed