



Role Description

Co-Curricular Administration Officer (P-12)

Introduction:

In our Sacred Heart School, there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

At Sacré Cœur we aspire to the highest professional standards. This is reflected in the quality of the relationship between staff and students, the learning environment created, the concern for each individual and a hard-working conscientious approach to class preparation and correction.

Teachers are powerful role models and uniquely placed to influence young people, to encourage, affirm and inspire them to fulfill their potential. At Sacré Cœur teachers are expected to live the goals of Sacred Heart education. They must take a leadership role in building the community of the School, beginning with their own classrooms where the highest standards are expected of all and everyone is treated with respect and charity. Teachers are in a position of great trust and must keep faith with students, parents and colleagues by always following through, keeping our word and demonstrating integrity.

Environment, Key Relationships and Challenges:

The Co-Curricular Administration Officer (P-12) is responsible to the Head of Sport (7-12), the Head of Co-Curricular (P-12) and the Teacher in Charge of Joigny Sport and House (P-6), and interacts with parents, students and all levels of staff, P-12. The Co-Curricular Administration Officer's role is to administer the sporting and co-curricular activities programs that encourage students' personal best and participation in a range of activities.

Key Responsibilities:

Specific Duties:

Administration

- Liaise with parents, students, staff, coaches, suppliers, other schools, contractors and visitors
- Receive and direct enquiries appropriately, including providing program information in a timely and effective manner
- Assist the Head of Sport (7-12) and the Teacher in Charge of Joigny Sport and House (P-6) in organising and co-ordinating the sports program schedules and fixtures
- Assist the Head of Co-Curricular (P-12) with administrative tasks related to the School's Co-curricular program
- Prepare and publish Sport, Debating and other co-curricular program information (ie, fixtures/teams/results)
- Manage bookings for buses and venues, as directed
- General administration duties, eg, typing and proofing schedules, fixtures, letters, data entry, collating mail outs, printing, etc.
- Anticipate and prepare information to meet the needs of the Head of Sport (7-12), Teacher in Charge of Joigny Sport and House (P-6) and Head of Co-curricular (P-12), including excursion processes for sporting and co-curricular activities, risk management processes, camp documentation
- Maintain the Synergetic database of student co-curricular performance and achievements (including Colours) and prepare reports for the leadership team to assist in School awards and student records and reports
- Order required supplies
- Provide administrative support in relation to the School's first aid, asthma and anaphylaxis management, as needed
- Provide events management and assist with the co-ordination of activities as required
- Participate in professional learning and annual cyclical plans and reviews, in consultation with the Head of Sport (7-12), Teacher in Charge of Joigny Sport and House (P-6) and Head of Co-Curricular (P-12)

Other Duties

- Attendance at experiential learning activities, ie camps, excursions, etc. as required
- Attendance at meetings, staff events, professional learning as required.
- Work flexibly and as part of a team in the pursuit of the School's mission and values
- Other duties as specified by the Head of Sport (7-12), Teacher in Charge of Joigny Sport and House (P-6) and Head of Co-curricular (P-12) within the scope of the role

Key Systems:

- Synergetic database
- Firefly (Sacré Cœur Intranet)
- Microsoft Windows Office Suite
- Google Suite

Child Safety

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

Key Selection Criteria

Applicants must be able to demonstrate

Essential

- A commitment to the Catholic ethos
- A commitment to Child Safety
- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the School community and members of the public
- Highly motivated with a high level of professional personal presentation
- A tertiary qualification and/or equivalent experience in Sports Administration or a related field
- Office administration experience
- Well-developed interpersonal and communication skills (verbal and written)
- Organisational prioritising skills, with the ability to manage competing and conflicting priorities to deadlines
- A strong customer service focus
- High attention to detail/accuracy
- The ability to correctly draft and format documents and accurately proof material
- High level of computer literacy (Excel and Word) including mail merge
- Excellent typing skills
- Ability to demonstrate a solution-oriented approach to problem solving
- Strong analytical and problem-solving skills
- Excellent interpersonal and written and verbal communication skills

- Highly motivated with a high level of professional personal presentation
- A current Working with Children Check (employee) is mandatory for this position

Highly Desirable

- Synergetic experience, including data entry
- Proficient in the use of all elements of Microsoft Office and Google applications
- Experience in working in an educational environment
- Experience with Girls' Sport Victoria (GSV) or School Sport Victoria (SSV) would be beneficial
- Experience in sports administration would be highly regarded

Personal Qualities/Behaviours

- Warm, approachable presence that ensures all visitors feel important and welcome
- Excellent telephone manner and customer service
- Pleasant, polite, the ability to deal with competing tasks and the ability to stay calm under pressure
- Demonstrated understanding of principles of quality customer service, courtesy and professionalism
- Willingness adopt new work practices and tasks in line with changes in technology
- Be proactive and show initiative
- Acquire and apply a working knowledge of the School structure, ethos and image
- Ability to work collaboratively and respectfully as part of a team
- Ability to assess and self-regulate one's own responses within a professional environment
- Ability to use suitable language, appropriate for the audience, when exchanging ideas
- Ability to actively listen when others are communicating
- Ability to demonstrate approachable, open body language
- Willingness to build trust through managing and delivering on expectations
- Ability to respond flexibly to the dynamic nature of the School environment
- Commitment to discretion, confidentiality and integrity

Organisational Relationships

Internal

- Principal
- Leadership Team
- Head of Sport 7-12
- Head of Co-Curricular P-12
- Staff
- Students
- Parents

External

- Suppliers

The duties outlined above may be subject to variation from time-to-time by the Principal.

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant may be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Sacré Cœur are to follow the school policies and procedures, including those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.