



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



Mother of Good Counsel School, North Cairns

Leadership Secretary

**Fixed Term, Term Time Position
38 Hours Per Week
8 October 2018 - 7 October 2019**

Applications Close: 5.00pm, Friday 24 August 2018

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be eligible for or hold a Working with Children Blue Card;
- Be fully committed to creating and maintaining a child safe organisation.

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

Submit To: Ms Ruth Mallon
Principal
Ph: 07 4053 6133
Email: rmallon@cns.catholic.edu.au

You will receive confirmation of receipt of your application.

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

TITLE: **Mr** **Mrs** **Ms** **Miss** **Other**

SURNAME: _____ **PREVIOUS SURNAME:** _____

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS: POST CODE:

POSTAL ADDRESS: AS ABOVE **POST CODE:**

HOME PHONE: _____ **MOBILE:** _____

EMAIL:

RELIGION:

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, experience and competency. Please list three referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 1 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

Employment Application Form

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

The Catholic Leader

Newspaper: Please specify:

Other: Please specify:

POSITION TITLE:	Administration Officer - Leadership Secretary
SECTION:	Mother of Good Counsel, North Cairns
REPORTS TO:	The Principal
CLASSIFICATION:	School Officer - Level 5
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

PURPOSE OF THE ROLE

The Administration Officer in this position is required to demonstrate a high level of competency involving the application of knowledge with depth in a wide range of areas and a broad range of skills. There is a wide variety of tasks and roles in a variety of contexts, where there is complexity in the ranges and choice of actions required.

Competencies are within a variety of routines, methods and procedures. Discretion, judgement and confidentiality are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Duties are performed with limited supervision. Progress and outcomes sought are under guidance from the Leadership Team / Principal.

An employee in this position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised; teams may be guided or facilitated. Training of other staff may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

- Provide high level administrative support to senior management of a school where discretion and judgement are required, including: taking minutes; organising appointments and diaries; initiating and handling correspondence (which may include confidential correspondence); monitoring telephone calls; and establishing and/or maintaining working filing systems. Duties will include:
 - Direct management of the Principal's daily calendar
 - Constant management of the Principal's emails, including response to organisational ones on their behalf
 - Managing all bookings related to Professional Learning including local, interstate and overseas travel
 - Ensuring that all actions required by the Principal, have been scheduled and followed up
 - Exercising high levels of trust and assurance of confidentiality in carrying out these tasks
 - The Principal requires this position to be highly structured, organised and service oriented at all times
 - This role encapsulates the leadership of the roll out and continual upgrades with all SIS products
 - This role, in consultation with the principal, requires coordination with the Reception-Enrolments / Communications Officer role regarding PR, media and communications
 - In consultation with the Principal, documents, advertisements and website material are authorised by the principal's secretary
- Providing administrative support during meetings (Some out of hours work may be required)
- Apply knowledge of advanced functions of computer software packages and to manage data ie modify fields of information; develop new databases or spreadsheet models; or graph previously prepared spreadsheets.
- From verbal or rough handwritten instructions; answer non-standard executive correspondence, prepare papers, briefing notes, or other written material.
- Timely management and response to emails.
- Train and supervise staff classified at lower levels by means of personal instruction and demonstration
- Develop/maintain business systems to ensure efficiency of service delivery.
- Manage all school publications including website maintenance, various forms of electronic communication and notes to parents
- Manage the suite of online systems in use by the school, including Student Reporting System (SRS), Timetabler, eMinerva, Parent Paperwork, See Saw, Vpass
- Working within the office and administration teams to assist with the preparation of special events at the school
- Assist the Workplace Health and Safety Officer for the school

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks



Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Current drivers licence.
- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply.
- Intermediate to advanced skills in Microsoft Office applications.
- Certificate IV or higher qualification in Business Administration, or equivalent qualifications relevant to the position may be required, or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- Minimum 5 years' experience working in high level administration roles

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____