



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



Holy Cross School, Trinity Park

Administration Officer - Level 3

Fixed Term (Term Time) Position
12 Hours Per Week
26 January 2019 to 24 January 2020

Applications Close: 5pm, Monday 10 December 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 fully committed to creating and maintaining a child safe organisation;
- Be eligible for or hold a Working with Children Blue Card.

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: The Principal
Mrs Sarah Hamilton
Ph: (07) 4057 6920
Fax: (07) 4057 8183
Email: mthorpe@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:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

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, **safe guarding children**, experience and competency. Please list two 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 2 (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 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.

Catholic Education has zero tolerance for abuse. 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

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:



| | |
|------------------------|----------------------------------------|
| POSITION TITLE: | Administration Officer |
| SECTION: | Holy Cross School, Trinity Park |
| REPORTS TO: | The Principal |
| CLASSIFICATION: | School Officer Level 3 |
| 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 competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, with some complexity in the extent and choice of actions required.

Competencies are within routines, methods and procedures. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions, and achieving outcomes within time constraints.

Duties are performed under limited supervision and may be checked in relation to overall progress.

Duties may take the form of broad guidance and involve a level of autonomy when working in teams.

An employee in this position may have limited responsibility for guidance of the work of others. Peer assistance may be provided to others. Team co-ordination may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Carry out a wide range of secretarial and clerical duties at an advanced level, including shorthand, typing, word processing and maintaining manual and computerized records.



- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Enter financial data into computer and prepare financial and management reports for review and authorization by senior management.
- Prepare and process payroll transactions within routines, methods and procedures.
- Within routines, methods and procedures: provide administrative support to senior management; arrange appointments and diaries; and prepare correspondence.
- Within routines, methods and procedures, prepare and dispatch statements to debtors and payments to creditors, follow up on unpaid accounts; prepare bank reconciliations and reconcile accounts to balance; maintain wage and salary records.
- Maintain petty cash float and expenses for accounting purposes
- Assist in the preparation of internal and external publications.
- Assist in the enrolment function including handling initial enquiries and arranging interviews.
- Under supervision, prepare Government and Statutory Authority returns for authorization by senior management.
- Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.
- Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes.
- Draft and type routine correspondence from brief oral or written instructions. Respond to requests for information including drafting routine correspondence in reply.
- Maintain established central filing / records systems in accordance with routines, methods and procedures. This would include: creating and indexing new files, retrieving records; distributing files within the school as requested, monitoring file locations and identifying and processing inactive and closed files.
- Maintain a store through such duties as participation in ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys.
- Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems.
- Make travel and accommodation bookings in line with a given itinerary.
- Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.
- Maintain appropriate behaviours when engaging with children.

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Facilitate the prevention of child harm by recognising and responding appropriately
- 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
- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- 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/SELECTION CRITERIA

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Promote child safety at all times
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Tertiary qualifications at Certificate level 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

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:** _____