



2018 Administration and Marketing Support

Full time Position

Salesian College Chadstone invites applications to join our Administration Team; a suitably qualified, experienced, competent and enthusiastic candidate for the position of Administration and Marketing Support

Closing Date

9:00am Monday 22 January, 2018

Vision, Mission, Values

Vision

A dynamic, joy-filled learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

Mission

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

Salesian College Chadstone is committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes; and

Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

Values

- Integrity
- Respect
- Belonging
- Joy

- Dynamism

Purpose of the Role

The Administration Support Officer promotes the vision and mission of Salesian College and contributes to its educational goals by assisting the members of the College Leadership Team and Development Team in efficiently and systematically organising, managing, documenting and communicating matters pertaining to their roles.

Accountability

The Administration Support Officer is a member of the Administration Team working under the direction of the Principal and Business Manager Via the Leadership team and Publications and Communications Officer.

Key Areas of Responsibility

Salesian, Catholic, Religious and Pastoral Dimensions of College Life:

**INSPIRE
EDUCATE
BECOME**
Great men



The Administration Support Officer supports the Catholic, Salesian, religious and pastoral dimensions of College life by:

- Giving witness to Gospel values in his/her own personal life
- Developing a knowledge and appreciation of the life, work and spirituality of Don Bosco
- Promoting the integration of faith and life
- Creating a welcoming and hospitable environment for students, staff and visitors
- Building a positive team culture amongst staff
- Maintaining professional confidentiality and exercising sensitivity and discretion
- Working in close collaboration with other members of the College Support Staff, particularly the Executive assistant to the Principal and Leadership team, Promotions and Communications officer, and Registrar.

General Responsibilities

The Administration Support Officer is responsible for a range of general duties to provide a broad range of support and assistance to the Leadership Team and Development Office, including:

- Assisting with the organisation of appointments and meetings
- Delegation and supervision of tasks to the Administration Support Officer
- Management of Professional Development processes
- Managing telephone calls and messages
- Preparing letters and correspondence
- Managing data from a variety of sources including Synergetic, SIMON and Excel
- Maintaining files and records

- Typing notes and records of interview
- Booking venues for particular occasions and events
- Overseeing of Catering for College events
- Maintaining records
- Mail Merge, Database entry, manipulation of Data in Excel
- Other general secretarial and administrative tasks
- Assisting with communications (newsletters etc)
- Assistance with events
- Assistance with marketing
- Assistance with Public Relations
- Assistance with publications (print, digital, social media etc)
- Data entry re enrolments & student data
- Assistance with the management of Occupational Health & Safety of staff & students

Other Duties and Responsibilities

Other responsibilities as requested by the Principal or Business Manager

Knowledge, Skills and Experience

The Administration Support Officer will have:

1. A sensitive appreciation for the Catholic and Salesian ethos of the College
 2. Qualifications and/or experience in an administrative environment
 3. Excellent interpersonal and (written and oral) communication skills
 4. High level organisational, administrative and management skills
 5. Appropriate computer and software application skills, including but not limited to:
- Adobe Suite (photoshop, indesign

illustrator)

- Microsoft Suite (word, excel, powerpoint, publisher)
 - CMS (wordpress)
6. The ability to work independently and as a member of a team
 7. A willingness to show initiative and take direction
 8. The ability to work systematically towards the achievement of strategic objectives

It is essential that all candidates have or are able to attain a "Working with Children Check", which includes a police check.

Salary and Conditions

This position comes under the Victorian Catholic Education Multi Employer Agreement 2013. The position is Education Support Employee, Category C, Level 2, within the salary range of \$54,703 - \$60,610, commensurate with experience and skills. Additional benefits include 9.5% superannuation and 7 weeks leave.

Enquiries and Applications

Further enquiries should be directed to the Principal's PA, Mrs Mary Menz, at the College on 9807 2644.

Applications, together with the Curriculum Vitae and the names and contact numbers of three (3) referees, including current Principal, should be forwarded to:

The Principal, Mr Robert Brennan
by email to:

employment@salesian.vic.edu.au



**SALESIAN
COLLEGE**
CHADSTONE EST.1957

10 Bosco Street
Chadstone Victoria
Australia 3148

T +61 3 9807 2644
F +61 3 9888 1289

ABN 43 797 631 001

www.salesian.vic.edu.au