



## Position Information Document

<b>Name:</b>	
<b>Position Title:</b>	<b>Student Wellbeing Administration Assistant</b>
<b>Classification/Grade:</b>	<b>Grade 4 Administration</b>
<b>Hours per Week:</b>	<b>37.5</b>
<b>Weeks per Year:</b>	<b>40</b>

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia Colleges Ltd (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Student Wellbeing Administration Assistant reports to Events & Administration Lead and under minimal direct supervision is responsible for providing administrative support to the Wellbeing function of the College.

### KEY WORKING RELATIONSHIPS

**Internal Relationships:** Executive Leadership Team, Secondary Leadership Team, Secondary Wellbeing Council, Learning Diversity Team (Years 7-12), Counselling Services Team, Finance Team, Administration Team, ICT Team, People & Culture Team, Teaching and Non-Teaching staff, and students at the College.

**External Relationships:** Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia Colleges Ltd (EREA).

### KEY ACCOUNTABILITIES:

#### Administrative Support for Wellbeing & Student Responsibility

- Assist Heads of Wellbeing with administrative tasks related to student development, social and emotional development, and wellbeing
- Draft and manage documentation including parent correspondence
- Liaise with Wellbeing Leaders regarding student matters and ensure accurate documentation on the College's Learning Management System (i.e. SEQTA)
- Support the Counselling Services Team with administrative tasks
- Support the Catholic Identity Team with administrative tasks
- Maintain the highest level of confidentiality

#### Attendance Monitoring and Reporting

- Develop and maintain regular attendance reports, as required by Wellbeing Leaders
- Oversee attendance review processes and escalate concerns as required

- Prepare reports for Government and Statutory Authorities for authorisation by relevant College Leadership personnel

### **Communication and Stakeholder Engagement**

- Develop and maintain a parent correspondence tracker to ensure timely communication
- Schedule parent appointments and liaise with external stakeholders as needed
- Use College systems (e.g. SEQTA, Consent2Go, CESIS) to manage and communicate information effectively

### **Event and Program Coordination**

- In conjunction with the Events & Administration Lead, assist with the planning, booking and documentation of major school events, including by not limited to:
  - Immunisations
  - Parent Information Nights
  - Camps
  - Retreats
  - Reflection Days
  - Excursions and incursions
  - Year 12 Graduation
  - Student Social events (e.g. College Formal)
  - End of Year Awards
  - Edmund Rice Day (Founder's Day)
- Support Student Leadership events and processes, including:
  - Leadership camps and formation days
  - Application and appointment processes
  - Preparation of certificates, badges, and documentation

### **Data Management and Analysis**

- Maintain and analyse internal student behaviour and wellbeing data including attendance, punctuality, uniform and similar
- Maintain reports on external data sources, such as the Classroom Pulse survey and other diagnostic tools
- Utilise the St Paul's Student Dashboard to provide student data insights to College Leadership
- Prepare reports for Government and Statutory Authorities for authorisation by relevant College Leadership personnel

### **General Administrative Tasks**

- Take photographs at College events as required in liaison with the Marketing and Communications Manager
- Manage College gifts in consultation with College Leadership and Executive Assistant
- Provide advanced-level administrative support across the Administration team as needed
- Provide back-up support to other Administration team members as needed
- Perform any other duties as requested by the Principal (or delegate)

### **PERSON SPECIFICATIONS**

- Commit to upholding and actively contributing to the Catholic ethos of the school
- Demonstrated comprehensive experience in undertaking a broad range of administrative duties at an advanced level, applying a broad knowledge base incorporating a range of theoretical concepts
- High level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook) and databases and other office equipment to fulfil the requirements of the role
- High level interpersonal and communication (written and verbal) skills for positive engagement, interaction and collaboration within the team broader school community and with external parties.
- Experience in working with little direct supervision, take direction on broader technical aspects of the work.
- Experience in applying solutions to a range of problems, analyse and plan approaches to problems to effectively deliver required outcomes
- Demonstrated ability to maintain appropriate confidentiality
- Willingness to positively support school activities/events, attend meetings and undertake required training
- Ability to follow procedures and actively support others during unexpected situations or emergencies.
- Demonstrated ability to maintain high level of confidentiality

## WORK HEALTH & SAFETY RESPONSIBILITIES

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

## GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:

- Working With Children Check to work in Catholic Education SA
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training
- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul's College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

## Other

- Some out of hours duties may be required.

## ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

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Signed (Principal or Delegate)

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Signed (Employee)

Date:        /        /

Date:        /        /