

## ADMINISTRATION ASSISTANT – VISITOR RECEPTION & HUMAN RESOURCES

The Administration Assistant- Visitor Reception and Human Resources is appointed by the Principal and is accountable to the Human Resources Coordinator and Business Manager.

The Administration Assistant- Visitor Reception and Human Resources is responsible for supporting the Administration of Visitor Reception and the Human Resource functions and systems. The Administration Assistant- Visitor Reception and Human Resources is part of a highly effective team working closely with the Office Manager, Human Resources Coordinator and the Head of Operations.

The Administration Assistant- Visitor Reception and Human Resources takes on a role based on a model of Christian service. The Administration Assistant- Visitor Reception and Human Resources derives authority from the Principal and is empowered and expected to participate in the implementation the Vision of the College and be guided by the College values of compassion, justice, courage and joy.

### KEY RESPONSIBILITY AREAS

The Administration Assistant- Visitor Reception and Human Resources has a role in supporting the following Human Resource functions by:

- Maintaining accurate records of staff training in OHS, Equal Opportunity and Privacy Policies
- Maintenance of staff records including MEL SALT module completion and follow up
- Maintain appropriate employment related records
- Maintain all registers for work in a school environment and/or with children e.g., VIT Registration, Working with Children's Check etc.

### Administrative Support for Staff Recruitment and Induction

In consultation with the Human Resources Coordinator support the functions of recruitment for both teaching and non-teaching staff. This includes but is not limited to:

- Assisting in the preparation of documents for the employment of all staff in accordance with CEMEA, VCEA, MEL and College requirements and policies.
- Ensure the preparation of documentation for all staff to participate in an orientation and induction program, including both teaching staff and Education Support Officers (ESOs)

### Human Resource Administration

With the Human Resources Coordinator:

- Prepare written documentation and correspondence for staffing changes and time fraction alterations
- Prepare written documentation and correspondence for all leave requests and communicate with appropriate College staff
- Ensure the proper administration, filing and safekeeping of all HR records and reports as required by law and best practice
- Ensure the return/retention of staff exit forms outlining the return/retention of all College property, including intellectual property, when staff exit the College
- Manage a register of College staff uniform provision
- Maintain records of teacher time in lieu accrual and acquittal as advised by the Head of Operations
- Assist in the maintenance of HR spreadsheets with a high level of accuracy.

## **General Administration Support – Visitor Reception**

The Administrative Assistant- Visitor Reception and Human Resources is located in Visitor Reception to ensure, as a member of this team, ongoing day to day support for the management of visitors to the College, phone calls to the main switch and ad hoc staff requests.

- Support the work of Visitor Reception by responding to phone calls as appropriate
- Relieve receptionists for 20 min morning tea and 30 minutes lunch breaks throughout the day as rostered
- Provide support for other administrative functions as directed by the Human Resources Coordinator and/or the Office Manager

## **General accountabilities for all Staff**

- Demonstrate alignment and support for the Catholic and Mercy ethos of the College
- Support the Mission, Vision and Values of the College
- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the MEL/OLMC Code of Conduct for Employees and Volunteers and all other College policies as they apply to staff
- Complete all online training modules required by MEL and/or OLMC
- Demonstrate professional and collegial relationships with colleagues
- Attend all relevant staff meetings, assemblies, College Masses, community days and professional learning days

## **Child Safety**

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment and proactively monitor and support student wellbeing

No position description can be entirely comprehensive. The Administration Assistant- Visitor Reception and Human Resources will be expected to carry out other duties from time to time that are broadly consistent with the position description.

## **ACCOUNTABILITY**

**Reports to:** Human Resources Coordinator and Business Manager

**Internal liaisons:** Leadership Team, Business Manager, Head of Operations, Office Manager and Staff.

**External liaisons:** Mercy Education Limited, Victorian Institute of Teaching, , Victoria Catholic Education Authority (VCEA) and Suppliers

## **CONDITIONS**

*All conditions are in accordance with the Catholic Education Multi Employer Agreement 2022 and OLMC's employment policies.*

This is a full time Education Support Employee Position. Classification and salary will be determined based upon qualifications and experience.

**Hours of Work:** The normal hours of work will vary upon negotiation but include alternating days starting at either 8.00am or 9.00am and concluding at 4.06 or 5.06 pm

**Break:** Half an hour for lunch (unpaid)

**Annual Leave:** Dependent on ESO Category but can range between 4 to 7 weeks

Note: Education Support Staff would normally be expected to take their leave in school holidays.

### **Selection Criteria**

- Willingness to support the Catholic ethos of the school in the Mercy tradition
- Adhere to the MEL and College expectations regarding Child Safety
- Coordinate, monitor and report on multiple projects
- Be self-motivated and self-directed to predict and manage issues and take initiative to address problem solving.
- Manage competing priorities and meet multiple deadlines
- Flexible and able to adapt to changing needs and requirements of a busy environment
- A collegial and supportive staff member open to helping in other areas as and if the need arises
- Ensure the provision of excellent service to the organisation and community

### **Qualifications and Experience**

- Experience in the use of Microsoft Office Suite
- Experience in the use of multiple Data Bases
- Experience with customer service
- Experience in a school setting is an advantage but not required
- Experience in the administration of Human Resource functions is an advantage but not required
- Experience working with Enterprise Bargaining Agreements and/or Industrial Awards is an advantage but not a requirement.

**Date:** November 2025