



POSITION VACANCY – ADMINISTRATION ASSISTANT

Job Title:	Administration Assistant	Job Category:	Non-Teaching Staff
Department/Group:	Administration		
Location:	Geraldton Campus	Reports To:	Business Manager
Level/Salary Range:	\$51,869	Position Type:	Full-time, Permanent Position
HR Contact:	morgan.alison@ncc.wa.edu.au	Commencement:	18 January 2018

Job Description

POSITION DESCRIPTION:

Nagle Catholic College is seeking a reliable and enthusiastic Administration Assistant who will be responsible for processing student attendance data and other student information records using SEQTA and MAZE software. Proven proficiency in Microsoft Office Suite is essential. Other day to day duties involve dealing with a wide range of student and staff enquiries in a busy office environment. A Senior First Aid Certificate or willingness to obtain one immediately is required.

The position is classified as a Level 2.5 Administration Assistant, working: 37.5 hours per week from 8am to 4pm, 97% FTE.

ROLES AND RESPONSIBILITIES:

- Processing daily banking
- Distributing Home Room folders
- Processing daily student absences
- Issuing and recording Late Passes
- Mailing all parent correspondence (i.e. camps/excursions, commendations)
- Collecting and recording student permission slips
- Taking general enquiries and transferring phone calls to relevant staff members
- General filing
- Processing stationary and morning tea orders
- Assisting teaching staff with laminating and binding when required
- Stocking printers and photocopiers
- Ensuring all school forms are up to date and well stocked in Front Reception

- Delivering messages to students
- General office and customer service duties

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Certificate in Business or Finance preferred
- Current Working with Children Check
- Willingness to gain Accreditation to Work in a Catholic School
- National Consent Form (Department of Education Criminal Screening)
- Knowledge of MAZE and SEQTA databases preferred

SELECTION CRITERIA:

- Knowledge and understanding of school administration systems
- Exceptional written and oral communication skills
- Excellent word processing and IT skills, including competent knowledge of a range of software packages such as MAZE database, SEQTA, Word, Excel and Outlook
- Good organisational and time management skills
- Ability to work under pressure and to tight deadlines
- High attention to detail

The closing date for this position is: Monday 4 December 2017

Please scroll down and complete the attached application form (fillable PDF) to which you should also attach your:

- Cover Letter
- Selection Criteria
- Copies of all Relevant Qualifications
- Copy of National Consent Form
- Copy of Working with Children Check

All applications should be submitted electronically to:

Mrs Alison (Human Resources Officer) morgan.alison@ncc.wa.edu.au

Please note, only applicants who fill out the College Application Form will be considered for this role.



Application for Non-Teaching Position

Please complete this Application for Employment to which you should attach your:

- Cover Letter
- Resume
- Copies of all relevant qualifications
- Copy of Working With Children Card and National Police History Check

1. Personal Information

Surname

Christian Names

Home Address

Home Telephone

Present Employer Business Address

Present Employer Business Telephone

Religion

Length of notice
required by present
employer

Earliest date for
taking up appointment

2. Referees

Names and addresses of persons who have consented to act as referees.
The Principal reserves the right to contact persons not nominated in this application

2.1 Professional Referee 1

Name

Address

Telephone Home:

Business:

2.2 Professional Referee 2

Name

Address

Telephone Home:

Business:

2.3 Current Employer

Name

Address

Telephone Home:

Business:

If you do not want the person nominated in 2.3 to be contacted please outline your reasons, and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.

2.4 Alternative to 2.3

Name

Address

Telephone Home:

Business:

3 Employment History

(Provide details of the places in which you have worked, the duties undertaken, and the length of service with each employer)

Company Name	Duties Undertaken	Years of Service
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4. Other Qualities

Please briefly outline your personal qualities which would make you a suitable applicant for appointment.

5. Other Relevant Information

Additional relevant information should be attached separately.

Where did you see this position advertised?

Date

Successful applicants will need to apply for a *Working With Children Check* and a *Department of Education & Training Criminal History Check*. The cost of these clearances is borne by the applicant. Information about these forms is available on

www.checkwwc.wa.gov.au and on
http://eddept.wa.edu.au/screening/docs/police_clearance.pdf

NAGLE CATHOLIC COLLEGE

Notice concerning Collection of Information

1. In applying for this position you will be providing Nagle Catholic College with personal information. We can be contacted by telephone at (08) 9920 0500, by fax at (08) 99200 515, and by e-mail at admin@ncc.wa.edu.au.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for as long as is necessary to finalise the appointment.
4. Nominated referees of short-listed applicants will be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information until the completion of the appointment process.