

Position Description

Program	Organisational/ Support Services
Position Title	Administrative Assistant
Reports to	Deputy Principal for 2023 school year
Location	229 Macquarie Grove Road, Camden NSW 2570
Enterprise Agreement	NSW Catholic Independent Schools (Support Staff – Model A) Multi – Enterprise Agreement 2017
Classification	School Support Staff – Level 4
Reviewed	January 2023

The Context

Mater Dei is a multi-faceted Organisation. We work with babies, children, young people and adults with an intellectual disability, in conjunction with their families and carers to provide life enriching innovative and contemporary education and therapy services.

Our Organisation is made up of the following Programs (each with its own regulatory authority): Mater Dei School, our coeducational setting for 146 Kindergarten to Year 12 students and proud member of the community of 10 schools across Australia comprising Good Samaritan Education.

Mater Dei Early Childhood Education, which provides individualised early education programs for children from birth to 6 years of age as well as playgroups and a preschool.

NextPath Continuous Learning, our post-secondary school program which empowers Young adults to set self-determined goals in relation to educational, work and life skills and provides service via NDIS funding.

NextPath Assessment and Therapy which provides allied health services to all ages and to school students in a range of disciplines including Occupational Therapy, Speech Pathology and Physiotherapy.

Mater Dei is a faith based organisation in the Good Samaritan, Benedictine tradition which values stewardship, mutuality, hospitality, humility, discernment, justice and peace. Mater Dei also operates a Foundation with fundraising and donor relationship responsibilities and is a registered charity.

Auspiced by Good Samaritan Education

Position Summary

For the 2023 school year the Administrative Assistant will be responsible for providing administrative support to the School Executive for all facets of their responsibilities, as well as being responsible for designated School Administration areas including Reception on allocated days. In addition, the role encompasses responsibility for coordinating the day to day entry, reporting and management of all student data within our Compass Education Management system. Beyond 2023, it is likely that the role will be redeployed across the Organisation according to strategic need and may experience a change of reporting line. Therefore, the ability to liaise and interact with executive and staff, students, parents and other members of the Mater Dei community is a significant feature of the role. For the 2023 school year the role will work school terms. Should circumstances require a change of Program/hours after 2023 these will be negotiated with the preferred applicant. Therefore, an ability to be flexible and adaptable with availability beyond school terms is critical.

Key Responsibilities	
Mission	<ul style="list-style-type: none">• Embrace, support, model and contribute to the Mission and Vision of Mater Dei. Support the Good Samaritan and Benedictine core values and participate in the spiritual life of Mater Dei• Contribute to the spirit of welcome and hospitality in the School and other Programs• Establish and maintain effective communication with all members of the School and Mater Dei community as well as local and wider communities• Efficiently manage tasks ensuring attention to detail, clear communication and effective conflict management strategies
General Administration	<ul style="list-style-type: none">• Office administration including all aspects of typing and data entry• A friendly, welcoming disposition and customer service ethic• Maintain strict confidentiality in all aspects related to this position• Work independently with good attention to detail• Ability to work in a team environment• Adaptability and flexibility to work in accordance with strategic needs and priorities• The ability and commitment to display Mater Dei's Values of Peace, Hospitality, Stewardship and Service (as amended or replaced)• Commitment to undertake ongoing professional development in accordance with the role• Attendance at Mater Dei meetings, training and functions relevant to the role and program you are supporting

<p>School Executive Administration</p>	<ul style="list-style-type: none"> • Enquiries, communications, notifications, publications on behalf of the School Executive (e.g. Mass booklets, class social stories) • Preparation of resources • Ordering of KLA and general class resources • Management of resource rooms, specialist rooms, resources (inc. sensory veranda, library resources) and storage cupboards, inc. inventory • Cover for reception and other school administration services • Participate and assist in School special events
<p>Student Administration</p>	<ul style="list-style-type: none"> • House colour delegations (in consultation with Sports Coordinator) • Student Awards – enquiries, communications, notifications • Assistance with offsite activities (applications, vehicle bookings, opal cards, risk assessments) • Assistance with Incursions and visitor arrangements • Year 12 transition arrangements • Student BYOD process
<p>Compass</p>	<ul style="list-style-type: none"> • Student related data entry, including upload of documents and written and verbal communication with staff/families as required • Providing support and troubleshooting assistance to Parents/Carers including workshops and email/phone support • Maintain education management modules, including creating templates, manuals and guides • Manage education management modules including events, permissions and consent, notification/communications and student data
<p>Social Media</p>	<ul style="list-style-type: none"> • Management, monitoring, planning, preparation and posting on relevant Mater Dei social media accounts
<p>NESA</p>	<ul style="list-style-type: none"> • Entry of senior students to Schools Online (NESA) • Enquiries, communications and notifications, including NESA confirmations • Recording data, subjects and Life Skills outcomes • Arranging certifications
<p>CSNSW Netid</p>	<ul style="list-style-type: none"> • Entry, updating, transitioning and archiving of enrolments • Personalised Planning (PPSDs) data entry, including annual updates • Uploading PSDs for Semester Reporting • NCCD information, including data collation for reporting

<p style="text-align: center;">School Reception (allocated days)</p>	<ul style="list-style-type: none"> • Filtering and distribution of schooladmin@ emails • Daily Compass attendance processes inc. late arrivals/early departures, class roll follow ups, student leave and exemptions • Supervision of Compass Kiosk (sign in/out system) • Student departure arrangements including Assisted Travel, respite services, etc • Acceptance and management of School phone calls • Acceptance and distribution of contents of class pouches • Management and ordering of staffroom and boardroom resources
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**Any other tasks as directed by the CEO/Principal.*

THIS POSITION DESCRIPTION MAY BE VARIED FROM TIME TO TIME AS REQUIRED