



Information for Potential Applicants

Thank you for your enquiry about this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter, your Curriculum Vitae/Resume and a Context Statement addressing the Position Information Document. You must also complete the Applicant Declaration Form located at <http://www.tenison.catholic.edu.au/files/d/12351/ApplicantDecForm.pdf>.

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent to denym@tenison.catholic.edu.au by the closing date.

Alternatively, please forward four copies of your application by post to:

Mary de Nys
HR Officer
Tenison Woods College
PO Box 965
Mount Gambier SA 5290

Applications close 3.00pm, Monday, 26 November 2018

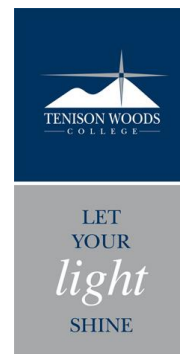
We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will ideally take approximately two to three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

Mary de Nys
Human Resources Officer/Principal's Assistant



Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Teachers thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for over 1350 students including a growing number of international students.

Front Office Administration Education Support Officer (ESO)

Status:	This is a permanent position working in the Front Office of Tenison Woods College. Initially the role will be 15 hours per week, working Thursday and Friday.
Commencement date:	22 January 2019
Area of appointment:	Front Office
Position Reporting to:	Principal; Business Manager; Officer Manager
Employment Requirements:	<p>The person appointed to this position is accountable to the Principal and responsible for the shared administration duties at the College. This position will involve working under the supervision of the Office Manager and in cooperation with the Business Manager. It is a position that will involve a wide variety of functions and will require a flexible approach to all the required tasks and a total school view in the approach to the job.</p> <p>As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p> <p>This position has a 3 month probation period.</p>

General Requirements – Non Teaching Staff

The non-teaching staff of Tenison Woods College fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. The non-teaching staff must be aware of and comply with Occupational Health, Safety and Welfare policies and practices of the College. Occasionally non-teaching staff may be required to attend professional development or work related sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated task at major school events such as sports days, school masses, and assemblies.

Role Purpose

The successful applicant should:

- Demonstrate a high level of personal integrity and conduct
- Demonstrate problem solving and recommend practical solutions to operational problems
- Provide a professional, effective and efficient administrative support which results in the delivery of high quality services to the College
- Demonstrate sound interpersonal, written and verbal communication skills to maintain positive working relationships with a wide variety of stake holders including addressing issues with patience and diplomacy
- Display excellent administrative and organisational skills and an approach to work which emphasises accuracy and thoroughness
- Work collaboratively in a team environment, contribute to and encourage a culture of teamwork and take a shared responsibility for achieving results
- Carry out a complex array of tasks, maintain confidentiality and cope with fluctuating workloads
- Participate in relevant training and development activities
- Have the ability to initiate and implement workplace change, particularly in relation to the identified evaluation of improved work practices
- Develop a sound working knowledge of operations, systems and processes
- Utilise Microsoft Office suite packages, including Word, Excel, Access, Outlook and Internet Explorer
- Support the development and maintenance of a best practice OHSW culture within the workplace.

Essential Skills

The appointed person will need to possess the following skills:

- Have extensive experience with all Microsoft Office applications in a Windows XP environment.
- Superior customer service skills and a friendly, outgoing disposition.
- An ability to work within a team environment under pressure.
- High capacity to prioritise workloads and meet deadlines.
- Excellent grammar and spelling.
- Excellent telephone manner and keyboard skills.
- Be of neat personal appearance
- Sound knowledge of OHSW and requirements.

- Ability to reflect the Catholic ethos of the College in a practical way.
- High standard of communication and rapport building skills.
- Ability to deal with varied situations on a strictly confidential basis.
- Current Driver's Licence.

The position involves the following shared duties:

- Distribution of incoming and outgoing mail including parcels.
- Maintain and order stocks of school stationery including letterhead, envelopes, with compliments slips and replied paid envelopes.
- Maintain College Prospectus.
- Acquire, store, organise, maintain and review first aid supplies and equipment and ensure sickroom linen is laundered.
- Maintain and organise student planner with Wellbeing Coordinator each year.
- Coordinate all school car bookings. Organise Pool Car services and repairs. Keep up to date licence records of all drivers.
- Dispense student medication as requested by parents at recess/lunch.
- Update medical information in Yard Duty Bags.
- Maintenance of College photocopiers including toners and staples. Organising regular maintenance from Green Triangle Electronics.
- Coordinating/invoicing the ordering of Graphic Calculators and School Competitions.
- Acting as College receptionist, and attending to front desk reception for students, staff, parents and other College visitors.
- Attending to incoming and outgoing telephone calls and operation of the telephone/voicemail system.
- Word processing/typing/printing and laminating of documents and awards for teaching and non-teaching staff and distribution of these documents.
- Assisting with peak workload requirements such as folding and mailing of fee statements. Receipting incoming monies.
- Handling/sharing peak workload for mailing of reports, bookbags, correspondence tray, filing, school magazine, distribution of incoming and outgoing faxes, updating student information.
- First Aid duties and assistance to students and staff.
- Maintain Student medical boxes.
- Other duties which may be required from time to time as requested by the Business Manager, Office Manager or Principal.

Specific requirements

Qualifications and Training

- HLTAID004 First Aid Certificate
- Approved Mandatory Notification training (this can be organised by the College)
- Police clearance to work in Catholic Education SA
- Perform any other duties as required from time to time by the Principal and Business Manager.

Your Responsibility

Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications and experience.
- You have included the name, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Monday, 26 November 2018 at 3.00pm.**

Please email a copy of your application to Mary de Nys at denym@tenison.catholic.edu.au or send four (4) copies of your application via post to:

Mary de Nys
HR Officer
Tenison Woods College
PO BOX 965
MOUNT GAMBIER SA 5290

Office Use Only			
<i>This Position Information Document accurately reflects the duties, skills and requirements for the position.</i>			
SIGNED (Principal or Delegate)		Date:	
SIGNED (Line Manager)		Date:	
SIGNED (Employee)		Date:	
PERFORMANCE REVIEW DATE :			

REVIEW DATES:

The employee will undertake a performance review on an annual basis. Consultation will occur between the employer and the employee to ensure that the Position Information Document is accurate and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

Please Note: This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.