

# EDUCATIONAL SUPPORT OFFICER – VASS & Administration Officer

## Position Description

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De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

*“The young should be able to see in your wisdom how they should behave.”*

St John Baptist de La Salle - (Med 132.1 –on the life of Saint Norbert)

### Role Purpose

The Educational Support Officer – Kinnoull Administrator is part of the Administration team, which supports the mission, vision, philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships.

An Educational Support Officer's prime purpose is to support the students, staff and wider College community in the area of VASS and general administration.

The Educational Support Officer reports to the HR Coordinator and VCE Coordinator, and whilst they are the first point of contact at the College responsible for welcoming all students, staff, parents and external providers and directing them as necessary. Their support however extends to assisting with administration functions required by the organisation.

### Key Areas of Responsibility

The main responsibilities of the position are;

#### VASS

- With support and direction from the VCE Coordinator, manage the entry and maintenance of data within the VASS database for the College;
- Manage the collection and maintenance of all VCAA student information, including personal details, academic results etc;
- Assist the VCE Coordinator with the rescheduling and supervision of deferred assessment tasks;
- Assist in the timetabling and organisation of the VCE Trial exams in September;
- Assist the VCE Coordinator in the SEAS Application process on VASS;
- Liaise with various relevant institutions, including the VCAA and associated VET providers;
- Manage the logistics of VCE Exams, including preparation of VCAA documentation and exam venues, communication with students and exam invigilators etc.
- Assist with administrative tasks during the conduct of exams.

#### Reception duties

- Attending to all students, staff, parents and external providers, whether it is over the counter or phone
- Receive deliveries and direct as required;
- Update and upload Daily Notices for all campuses;
- Managing the despatch of incoming and outgoing mail;
- Attend to staff requests for administration assistance, e.g. student announcements, location of students and timetable information;

#### General Admin Support

- Assist Deputy Principal Staff & Operations with annual school photos;
- Support other members of Admin team;
- Provide support for Development team as requested;

*Position Description, Educational Support Officer – Kinnoull Receptionist*

*Position Description created September 2018*

*Position Description updated September 2021*

*Position Description to be reviewed September 2022*

## First Aid

- Attending to minor First Aid matters as well as unwell or injured students in the absence of the First Aid Officer, as required;
- Maintaining records of attendance at the Health Centre, including treatment notes;
- Maintaining resources, equipment and stocks relating to student health and first aid.

## Professional Practice

The Educational Support Officer will be required to;

- Attend Training Programs;
- Whole Staff Meetings and College events, as required;
- Participate in Annual Performance Reviews

## Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the VCMEA 2018 Clause 13 – Managing Employment Concerns.

## Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

## Criteria

- Alignment with the values and Catholic ethos of the College;
- a commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Maintain high work standards with minimal supervision;
- Flexible and able to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required.

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**Desirable:** Previous work experience in a school environment  
Working knowledge of Synergetic  
Previous experience with VASS system is advantageous

## Accountability

Reports to: HR Coordinator; VCE Coordinator on a daily basis  
Internal liaisons: Staff, students, parents  
External liaisons: Contractors, suppliers

## Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Melbourne's Award (and current Certified Agreement), which includes being available to the Principals during specified periods leading up to the commencement of school and after school finishes.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Conditions are as per the Victorian Catholic Education Multi Employer Agreement 2013.

<b>Classification</b>	Education Support Officer ESC 2, Category C
<b>Employment Status</b>	Ongoing
<b>Hours</b>	8:00am – 4:00pm
<b>Time Fraction</b>	Full time
<b>Date Reviewed</b>	September 2021
<b>Leave</b>	7 weeks annual leave (to be taken during school holidays. Staff member must be available on the Monday before Melbourne Cup)

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.