

Education Support Officer – Reception

Position Description



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 Education Support Officer –Reception supports the mission, vision and philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships and the safety and wellbeing of all students is at the forefront.

Key Areas of Responsibility

The main responsibilities of the position are;

Reception duties

- Attending to all students, staff, parents and external providers, whether it is over the counter, phone or via email;
- Receive deliveries and direct as required;
- Managing the despatch of incoming and outgoing mail;
- Sending College communications to parents and students;
- Attend to staff requests for administration assistance, e.g. student announcements, location of students and timetable information;
- Maintain an inventory of stationery, order as deemed necessary;
- Main point of contact for College phone

Student Attendances

- Maintenance of Attendance records on a daily basis for all year levels;
- Coordinate daily SMS to parents for absent students;
- Providing Absentee reports and distributing as directed;
- Referral of students who are continually late or absent to relevant Head of Campus/Director of Students

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.

Excursions

- Provide administrative support for all off-campus activities including:
 - Excursions;
 - camps, both local and overseas;
 - co-curricula activities;
- Coordination of external bus bookings;
- Collation of medical information;
- Provide administrative support for all College Incursions.

General Administration

- Assist HR Manager when required
- Assist members of the Executive team when required
- Contribute and attend office administration meetings;
- Attend meetings as required

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews.

The Education Support Officer –Reception will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal.

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 CEMEA 2022 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

Personal Requirements/Competencies

- 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;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Accountability

Reports to:	HR Manager
Internal liaisons:	Staff, students, parents
External liaisons:	Contractors, suppliers

Conditions

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Employer Agreement 2022.

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.

Classification:	Education Support Officer Category C
Employment Status:	Ongoing
Time Fraction:	Full time
Hours of Work:	8:00am to 4:00pm
Leave:	7 weeks annual leave (to be taken during school holidays)

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.