



**MARIAN
COLLEGE**

Administration Officer

POSITION:	Administration Officer
REPORTS TO:	Office Manager, Business Manager and Principal
ROLE TENURE:	Ongoing
FTE:	1.00
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Category C, Level 2. Remuneration depends on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationship they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

Reporting to the Business Manager via the Office Manager, the Administration Officer plays a pivotal role in serving the College community with a true customer focus.

The Administration Officer is part of the Administration Team, which supports the mission, vision and values of the College. The Administration Officer role provides administration to the Office Manager and team supporting prospective and current families, teaching and non-teaching staff, and other customer enquiries. This role also provides backup support to Main Reception and Student Reception. The Administration Officer must demonstrate a high level of professionalism, excellent organisational and communication skills, and a commitment to the values of a Catholic school.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

The Administration Officer is responsible for providing administration support including but not limited to the following responsibilities and duties:

GENERAL ADMINISTRATIVE DUTIES *(applicable to all Admin Team members)*

- Ensure the Office area and office environment is always well presented and welcoming.
- Provide team support to other Administration Officers, including covering Main Reception and Student Reception on a rostered basis during breaks and as required.
- Maintain up to date knowledge and awareness of school events, activities, happenings and plan accordingly.
- Provide general admin assistance including general typing, photocopying, binding, labelling preparation, copying and development of, handbooks, booklets, forms, staff lists etc.
- Organise and oversee the resources cupboard, ensuring availability and accessibility of essential supplies for staff and order supplies as required.
- Support internal room and event bookings, including signage and preparations for activities such as Parent Nights, Assemblies, and Morning Teas etc.
- Manage large photocopying requests and maintain the photocopy room, ensuring supplies are stocked, addressing minor issues, and coordinating servicing as needed.
- Undertake data entry and general administrative support for specific school related programs as directed.
- Support the Office Manager and Registrar with enrolment and admissions processes.

RECORD MANAGEMENT:

- Maintain accurate and current student and operational records within College systems such as Synergetic, SEQTA, and shared digital drives.
- Ensure documents, reports, and correspondence are organised, labelled, and stored consistently to support quick and efficient access by authorised staff.
- File and update records promptly to support workflow accuracy, compliance requirements, and operational smoothness.
- Monitor and support improvements to record-keeping processes to ensure clarity, accessibility, and alignment with College expectations.
- Assist in filing and maintaining archival processes, data and records as required.

EMERGENCY MANAGEMENT

- Assist with coordinating communication during emergencies, ensuring timely and accurate information is relayed to staff, students, and emergency services according to our Emergency Management Plan.
- Maintain up-to-date emergency contact lists and assist with drills, evacuations, and lockdown procedures as required.

PROFESSIONAL LEARNING

- Engage in ongoing professional development to enhance administrative, communication, and customer service skills.
- Stay informed about school policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

OTHER

The Administration Officer is, at times, required to undertake other duties related to the role as directed by the Principal, Assistant Principals, Business Manager and Office Manager.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

GENERAL:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

RISK AND OCCUPATIONAL HEALTH AND SAFETY:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Demonstrate a commitment to Catholic education and to the safety and wellbeing of children.
2. Strong organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment.
3. Excellent capabilities in the use of information and communication technologies, particularly in Google Suite and Office 365.
4. Experience with database management and systems Enquiry Tracker, Synergetic and SEQTA.
5. Excellent communication skills both written and verbal.
6. Excellent time management skills with an ability to prioritise tasks and meet deadlines.
7. Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
8. Ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders.
9. A commitment to ongoing professional learning and growth in skills.

QUALIFICATIONS

Essential

- Certification in Business Administration
- Working With Children Check
- A current and satisfactory National Police History Check.

Desirable

- First Aid Certificate (Minimum Level 2)
- Experience working in a secondary school environment