Mary MacKillop College
South Gippsland

Position Description - Office Coordinator

Position Title: Office Coordinator
Reports to: Business Manager
Work area: Front Office Administration Team
Classification: Education Support, Category C, Level 2 + Allowance
FTE & Hours of Work: Ongoing, 0.93 (35 hours)
Monday to Friday, 8:00am to 3:30pm

Mary MacKillop College is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 25 hectares of beautiful gardens and playing fields. Mary MacKillop College is an established College catering for approximately 580 students from Year 7 through to Year 12.

Mary MacKillop College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

The Office Coordinator supports the implementation of the College Mission in the areas of spirituality, community and education. The Office Coordinator is expected to support the vision and goals of the College as a faith-filled learning community and to commit to ongoing professional learning. Working as part of the Front Office Administration Team, the Office Coordinator leads the Administration Team and supports the Business Manager by assisting with the smooth and efficient administration of the College and providing effective liaison between the Principal, Staff and the wider community.

Key Areas of Responsibility include:
The Front Office Administration Team at Mary MacKillop College is dynamic and vibrant and provides receptionist, administration and First Aid support to our College community.

As a team member, excellent people skills are essential. The Office Coordinator will need to demonstrate their ability to work with students, staff and parents/guardians and work in a team environment.

Key Duties & Responsibilities:
- Maintain College databases to ensure accuracy and consistency of data within and across databases. Current databases in use are SAS2000, Timetabler, VASS, SIMON, PAM and NAPLAN;
- Accurate data entry of student information including enrolments, any subject updates throughout the year, exits, entries, transfers and results (new students, VCE, VET, VCAL);
- Publish to staff the start date of new students and arrange timetables and diaries for the relevant Year Level Coordinator;
- Coordinate the removal from databases of students who are leaving the College and publish to the appropriate staff, including the removal of school account, email, etc;
- Enter student subject selections into student options, update changes at the request of Coordinators and Deputy Principal's and produce and publish class lists for teachers as required;

- Assist the Simon Support Leader with setting up of Reporting and Assessment software for each academic cycle, including importing subjects, students, and assessment items into software as appropriate. Confirm with staff in a timely manner that all assessment items are correct;
- Communicate Assessment deadlines for staff with liaison of the Curriculum Committee;
- Publish final reports on Pam;
- Provide support to teachers in entering onto the database regularly, assessment results for all students and analysing this information in liaison with senior colleagues, making the analyses available to staff;
- Oversee the booking of student/teacher interviews and coordinate the setup of venues;
- Administrative maintenance and coordination of all college VASS requirements with a focus on meeting VASS & VCAA due dates;
  - Coordination of the VCE, VCAL, VET, NAPLAN, Distance Education and other public examinations timetable and liaise with the Deputy Principal – Teaching and Learning, Daily Organiser and Curriculum Leaders regarding these events and ensure that all students are informed of examination times for both internal and external exams;
  - Ensure that essential, adequate supplies of stationery are ordered for examinations throughout the year;
  - Responsible for disseminating information from Examination Authorities to Curriculum Leaders and Teaching staff;
  - Communication and liaison with Examination Authorities;
  - Ensuring that examination regulations and conventions and appropriate systems and procedures are in place and communicated to relevant staff;
  - Ensure that all examination stationery and papers are kept securely and according guidelines;
  - Liaise with internal and external exam supervision staff, senior school staff and coordinate training;
  - Receive and disseminate examination results;
  - Maintain accurate examination results records for individuals and Year Level groups; and
  - Produce and maintain results analysis spread sheets in liaison with the Deputy Principal – Teaching and Learning;
- Greet visitors and assist students, staff members and the college community with their enquiries;
- Production and compilation of various aggregated data reports as required by regulatory bodies and staff;
- Provide database related technical advice to staff and operate within defined business processes of the College;
- Providing First Aid to ill or injured Students when required;
- Coordination of administrative support and clerical support services including filing and records management, mail, photocopying as well as efficient handling of incoming and outgoing correspondence and phone calls;
- Other duties as directed by the Business Manager or Principal.

Child Safety
Mary MacKillop College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. All staff at Mary MacKillop Catholic Regional College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards – managing the risk of child abuse in schools". Employment at Mary MacKillop Catholic Regional College is subject to school policies including the Child Safety and Protection Policy, Child Safety Code of Conduct and Mandatory Reporting Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care,

there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

Competencies Required

- High level of interpersonal skills and ability to work within a team;
- Strong organizational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail;
- The ability to build and maintain strong relationships with staff, students, parents and the community;
- Have a methodical approach to technical issue identification resolution.

Qualifications, Skills and Experience

- Ability to communicate clearly and calmly under pressure;
- Computer skills in MS Office Suite;
- Current First Aid Qualification;
- Previous work experience in an education setting (desirable).

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA).

The position may from time-to-time require attendance outside normal hours from which time in lieu will be considered.

Staff will have a commitment to ongoing professional learning and hold relevant qualifications.

All employees at Mary MacKillop Catholic Regional College are required to undergo a Criminal Record Check, maintain a Current Working With Children Check and follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.