

WELLBEING HUB RECEPTION

POSITION DESCRIPTION

Award	Victorian Catholic Education Multi Enterprise Agreement 2022 (VCEMEA)
Group	Education Support Officer
Classification	Category B Level 2
Tenure	Ongoing
Hours of work	8.30am – 4.30pm (1.0 FTE)
Reports to	Administrative Services Manager/Student Services Coordinator
Last amendment	November 2023
Version	1.0

Position Summary

Provide administrative and clerical support to the Student Services Team and responds to the needs and enquiries of students. Works in conjunction with the Student Services Coordinator and other Student Services Support officers to provide efficient and timely support to students, families and staff to enhance the wellbeing and learning outcomes for students.

This role is overseen by the Administrative Services Manager.

Child Safety	<ul style="list-style-type: none"> Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. Assist in the provision of a child-safe environment for all students. Demonstrate duty of care to students in relation to their physical and mental wellbeing
Key Selection Criteria	<ul style="list-style-type: none"> Extensive relevant administrative experience. Experience in a school setting is desirable but not essential. Excellent organisational, time management and data entry skills, with a strong attention to detail. Proven experience working in a team environment, in particular collaborating with others. Current First Aid Certificate

ESSENTIAL DUTIES AND RESPONSIBILITIES

Wellbeing Centre Support	<p>Wellbeing Centre Assistant</p> <ul style="list-style-type: none"> Responsible for student sign in/sign out process. First point of contact for students entering the Wellbeing Centre, responding to their needs and enquiries, informing relevant Wellbeing Centre staff. Welcome students, determines the nature of their business, and directs them to the appropriate staff. Responsible for recording mobile phone confiscation incidents and storing confiscated phones.
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First Aid	<ul style="list-style-type: none">• Supervision and monitoring of students in sick bay as required.• Create sick bay entries in Compass for students entering sick bay.• Ensure first aid cupboard is stocked and items replenished as required.
Community Support	<ul style="list-style-type: none">• Assist with planning of College community events.• Support for student leadership and community events through the purchase of supplies, catering, Year 12 gifts etc.
Other Duties	<ul style="list-style-type: none">• Maintains second hand/lost property cupboard & spare uniform supplies.• Assist with data entry and administrative/clerical support in the general office as required.• Any other duties as assigned by the Administrative Services Manager and or Principal.
Professionalism & Ethos/Mission of the College	<ul style="list-style-type: none">• Is punctual for all duties.• Presents self appropriately, following dress code as required.• Keeps privileged information to which he/she is privy by virtue of the employment position confidential.• Responds to own training/development needs.• Seeks feedback on own performance.• Maintains highly effective working relationship with all staff.• Co-operates with colleagues to achieve the implementation of all College Policies and procedures.• Participates in meetings as required.• Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.