



PATHWAYS HUB ADMINISTRATOR

POSITION DESCRIPTION

Award	Catholic Education Multi Enterprise Agreement 2022 (CEMEA)
Group	Education Support Officer
Classification	Category B Level 2
Tenure	Ongoing
Hours of work	8.30am – 4.36pm (0.4 to 0.6 FTE Negotiable)
Reports to	Administrative Services Manager
Last amendment	May 2024
Version	1.1

Position Summary

The Pathways Hub Administrator plays a crucial role in managing various administrative functions within the Pathways Hub of the College. The role involves organising meetings and handling communication, supporting Year Level Leaders, Assistant Year Level Leaders, and Diverse Learning Coordinators. The Pathways Hub Administrator assists in data management, record-keeping, and coordinating logistics for educational programs. Their efficiency ensures smooth operations within the administrative domain, contributing to the overall effectiveness of the school's educational initiatives.

Key Selection Criteria	<ul style="list-style-type: none">• Current (or ability to gain) Working with Children Check• 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.
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.• Understanding of and commitment to Child Safe Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration Support to Year Level Leaders, Assistants and Diverse Learning Coordinators	<p>Provide efficient administrative and clerical support to the Year Level Leaders and Year Level Assistants</p> <ul style="list-style-type: none">• Create passes for students who attend Year Level Hub during class time.
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	<ul style="list-style-type: none">• Communicate with Front Office regarding student absences as required.• Record suspensions/detentions.• Arrange meetings with staff/families/students including PSGs.• Assist with NCCD returns.• Preparation of agendas and taking of minutes for distribution for team meetings as required.• Answer internal telephone calls and direct them appropriately.• Assist staff with preparation of correspondence, reports etc as necessary.• Maintain welcoming and vibrant space in the Hub.• Assist with organisation of Assessment Week• Assist with Relevant Year level Activities.
Year Level Camp Administration	<p>Year 9 and 10 camps Administration including:</p> <ul style="list-style-type: none">○ Cabin/group activity allocations○ Liaising with camp providers as required.○ Creation of staff booklets/information. <ul style="list-style-type: none">• In collaboration with Front Office staff:<ul style="list-style-type: none">○ Collation of student medical and dietary information.○ Follow up of outstanding permissions.• Arranging necessary equipment eg first aid kits etc.
Awards	<ul style="list-style-type: none">• Coordination and production of Pathways College Awards for College Academic Assemblies in conjunction with Deputy Principal – Learning, Teaching and Innovation, Year Level Leaders, and Publications & Events Officers
Other Duties	<ul style="list-style-type: none">• Any other duties as assigned by the Principal and Administration Manager.



**Professionalism &
Ethos/Mission of the
College**

- 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.