



Selection Criteria – **Administration Support Officer**

ADMINISTRATION SUPPORT OFFICER	
Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	<ul style="list-style-type: none"> A demonstrated understanding of child safety A demonstrated understanding of appropriate behaviours when engaging with children Be a suitable person to engage in child-connected work Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Experience associated with general administration/office work Employment history and experience
	<p>Desirable Other:</p> <ul style="list-style-type: none"> Relevant post-graduate studies (or working towards such qualifications) Qualifications or a certificate in Business Administration First Aid Workplace Level 2; occupational health and safety certificates Membership of a relevant professional body (e.g. accounting organisation CPA, IPA)
Skills/Attributes	<ul style="list-style-type: none"> Ability to work as part of a team Excellent interpersonal and communication skills Good oral and written communication skills, including ability to communicate with children, parents and the school community Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions Experience in policy development and advanced policy writing skills, with strong attention to detail Ability to manage complex tasks with minimal supervision Ability to develop and maintain strong working relationships with key stakeholders Capacity to work to tight time lines Proven capacity to work independently Sound organisational skills including strong attention to detail Proven time-management skills Leadership qualities Self-motivation Ability and willingness to accept policy directives