



Let Your Light Shine

Nagle College

Bairnsdale

Position Description

Position: Administration Supervisor
Reports to: Administration Manager
Job Category / Level: Education Support - Category C - Level 3, Fulltime

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement, Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope:

The Administration Supervisor position is an ongoing full time position located at Nagle College Bairnsdale. The Administration Supervisor works closely alongside the Administration Manager to provide administrative support, overall supervision and direction to the daily duties required from Reception and Student Reception.

This role will also assist the Business Manager with various Compliance tasks.

Responsibilities

Reception/Student Reception

- Supervise and coordinate the daily activities of the Reception / Student Reception team to ensure effective and efficient service is provided to Students, Families, and Staff at Nagle College.
- Ensure administrative process and guidelines are developed, implemented, and maintained in accordance with DOSCEL Guidelines, CECV and any other requirements, e.g., Student Medication
- Ongoing training and development of Reception/Student Reception Staff
- Train staff in any changes to SIMON affecting Reception/Student Reception staff
- Cover breaks for Reception/ Student Reception
- Oversee the Bus responsibilities and manage the relationship with the Area coordinator

Absences

- Provide /organise back up for staff that are absent – i.e., Student Attendance /Reception /Student Reception

First Aid

- Ensure that the Schools first Aid Kits are maintained as per guidelines and a process is in place to manage the replacement of items.
- Ensure that Students Asthma and/or Anaphylaxis plans are maintained and a process in place to review.
- Monitor /escalate any concerns with students attending sickbay to relevant school coordinators or Deputy Principal – Pastoral.
- Manage any First Aid emergencies when an ambulance is required.
- Assist Administration Manager with the yearly training for First Aid Staff for required staff at Nagle.

Compliance

- Assist the Business Manager /Property Manager by maintaining new and existing contractors Information in Nagle's Online Induction system
- Ensure that all visitors, volunteers, and parents visiting the school are inducted as per current guidelines
- Ensure all relevant processes in the school relating to Reception/Student Reception are maintained as per current guidelines
- Assist the OH&S Committee by providing minute taking, following up on incident reports, maintaining our SDS (safety data sheets) in Chemwatch and the administration of yearly training of all staff
- Assist the Business Manager with keeping documentation updated and arranging annual training with our external provider
- Assist the Business Manager with archive management of both physical and electronic records, and their document management systems

Other Duties

- Back up for Accounts Receivable officer for Fridays and any other leave
- Manage the Uniform shop volunteer roster, items of clothing for sale and general upkeep of the Uniform Shop
- Provide assistant to Canteen Staff with the administration of the CDF pay system
- Provide back for up Canteen staff absences
- Assist Property Manager with Administrative Tasks

Commitment to Child Safety

- 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
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Demonstrate professional and collegiate relationships with colleagues
- Attend school meetings, mass, and Personal Development days
- Any other duties as requested by the Principal

Organisational Relationships

The Administration Supervisor has a number of key internal and external relationships has a number of key internal and external relationships.

Reports to: Administration Manager and supports Business Manager

Internal liaisons: Teaching and Education Support Staff, Students

External liaisons: Parents, Suppliers, and other external providers

Judgement Decision Making:

This role will require problem solving skills that involve the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making

Skills and Competencies:

- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check
- Skills to Handle confidential information in an appropriate manner
- Excellent skills with MS Office required
- Experience with synergetic and SIMON database or similar would be an advantage
- Excellent communication skills both written and verbal
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Previous experience in a similar role and/or relevant qualifications is highly desirable
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required
- A commitment to ongoing professional learning and growth in skills