



Title	Administrative Assistant – Student Services
Department	Student Services
Reporting	Director of Administration
Location	Senior School, Kew

POSITION DESCRIPTION

Our Intent:

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position:

The **Administrative Assistant - Student Services (Year 7-12)** provides high quality customer service to students and their families and is responsible for providing comprehensive support to the Director of Administration. The role of Administrative Assistant – Student Services is an important administrative responsibility within the College. It requires high levels of confidentiality and professionalism in the manner of engagement with staff, parents and students. It also requires high levels of acumen in personal organisation, documentation, project management, initiative, problem-solving and effective operational systems and processes, as well as excellent interpersonal skills.

The Administrative Assistant will work constructively to ensure a positive and professional culture is maintained across the College. This culture is centered in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards and outcomes in educational and operational excellence and is attentive to all matters of child safety.

Core Duties and Responsibilities:

- **Student Services Reception:**
 - Provide frontline customer service to students, managing student records and data entry.
 - Respond to students, staff, visitors, and callers in a friendly and helpful manner, ensuring all enquiries are answered promptly and referred to the most appropriate person.
 - Ensure students follow procedures when signing in and out of the College.
 - Ensure Year 12 students have permission (via Consent 2 GoO to leave the College premises during the school day. All sign out and sign in procedures are to be followed by students.
- **Student Attendance:**
 - Enter and update daily student absences
 - Provide absenteeism reporting as requested
 - Ensure all absences are accounted for, liaising with parents/carers and teaching staff
 - after parent/carer notification, follow up is required on absences
 - respond to absence queries

- manage student sign in and out on the Passtab system
- **Administration Support:**
 - Provide administrative and organisational support to the Head of Students, Head of Student Experience and Head of Boarding as required
 - Monitoring permission on Consent-to-Go prior to excursions/camps, ensuring students do not attend without relevant permissions
 - Support the maintenance of a secure and confidential student record management system
 - Assist students with PTV applications
 - Coordinate College bus and car bookings as required
 - Assist with the maintenance of the Senior School Portal for the following areas:
 - Student Care
 - Boarding
 - Ensure regular contributions to the Sursum Corda Weekly correspondence are submitted in a timely manner for Boarding, Student Care and Student Experiences
 - Provide data entry and related admin assistance where required in respect of staff attendance at College professional learning and meetings
 - Passtab administration relevant to Boarding Visitors, Students and Xavier College Community members.
- **Emergency Procedures:**
 - Working with Risk and Assurance, coordinate student evacuation procedures, including keeping evacuation student lists maintained and up to date.
- **Safe Work Environment:**
 - Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with departmental policy and procedure
 - Cooperate and comply with reasonable instructions from the leadership team and Occupational Health and Safety Officers
 - Ensure that a safe system of work exists and that every aspect of the study, work or performance environment complies with obligations under the College's Occupational Health & Safety guidelines.
- **Student Wellbeing:**
 - Contribute to the care, general wellbeing and safety of all students by monitoring student behaviour and taking appropriate action in accordance with the child protection requirements, as described in the policies and procedures.
 - Actively contribute to a child focused culture that supports a safe learning environment for all students.
- **Child Safeguarding and Wellbeing**
 - Act in accordance with the College's Code of Conduct and Child Safety & Wellbeing Policy and maintain a zero-tolerance approach to child abuse
 - Act in accordance with the College Professional Boundaries Policy
 - Make reportable conduct reports and meet mandatory reporting obligations as required by the legislation and the College's child safety and wellbeing policies.
- **Compliance Training:**
 - Complete child safety and wellbeing training in accordance with the College's directions.
 - Complete any other compliance training professional learning as allocated.

- **Staff Collaboration and Culture:**
 - Support team collaboration and contribute to the delivery of a high-quality service culture across the College.
- **Other Duties:**
 - This role can expect to be allocated duties not specifically mentioned in this position description but within the capacity, and experience normally expected from administrative staff
 - Undertake other related duties as required by the Director of College Administration or his delegate.

Selection Criteria:

- Outstanding administrative, organisational and time management skills.
- Excellent verbal and written communication, proofing and quality-control skills.
- Ability to handle challenging situations in a sensitive and highly confidential manner.
- Self-motivated.
- A well-presented appearance.
- Displaying initiative and a solution focused orientated.
- Presenting a professional, positive, warm and welcoming persona.
- Operating effectively in a collaborative team environment.
- Displaying a strong commitment to deliver exceptional service.
- Sound knowledge of Microsoft Office packages and familiarity with SharePoint, Teams and Dynamics.
- Experience in the Education sector.
- Commitment and experience in leading and developing faith and spirituality in the context of a Catholic school.
- Excellent understanding of data and information systems as part of a performance-oriented, growth community.
- Demonstrated ability to act with and foster collaboration and effective teamwork.
- Demonstrated knowledge of and adherence to child safety, the Child Safe Standards and an exceptional culture of child safety.
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of staff, students and parents.
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values.
- Ability to develop, cultivate and maintain professional relationships with a wide variety of stakeholders across the school community and beyond.

Compliance Requirements:

- Working With Children Check 'E' card.
- Australian Childhood Foundation "Safeguarding Children" and all child safety requirements.
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Australian Jesuits Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management.

Other Duties:

The nature of the position is such that the Administrative Assistant - Student Services may be required to be available outside normal school hours and be available to attend College events as might be relevant.

Terms and Conditions:

Reporting Line: Director of College Administration

FTE: All staff are responsible to the Principal and Rector
When Teachers and Educational Support Staff are required to be at work plus three (3) additional working weeks (42/52)

Tenure: As per contract

Location: Senior School, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2023.

Positions at Xavier College

Leadership through Our Pillars

Our Xavier Leadership Traits

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

Members of staff of the College should consistently display effective leadership traits. To model effective Ignatian leadership, to guide and inspire, we have identified 7 traits:

- **Through Christ and Ignatius**
Christ-centred and driven for the Ignatian ideals of competence, conscience, compassion and commitment
- **Aspire high and dig deep**
Leading high standards and aspirational for the magis, self and team
- **Lead for person, team and mission**
Distributive in leadership and respectful custodian of the tension between 'cura personalis' and 'cura apostolica'
- **Host conversations with candour**
Collaborative and collegial, ensuring candour in quality conversations
- **Swim well in your lane and be adept at understanding your ripples**
Undertake the things within your purview well, but understand and be attentive to the impacts that your actions have on others
- **Attend to process, solutions and outcomes**
Attentive to process, solutions and outcomes
- **Pursue the possible**
Agents of growth, fostering a community that supports ideas, innovation, divergent thinking and the pursuit of the possible.