

Business Services - Leadership Administration Officer

Application Package



Applications Close: Wednesday 14 May at 9.00am.

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

Mount Carmel College is an Early Learning Centre - Year 10 Catholic girls school located in Sandy Bay, Hobart, just a few minutes from the city centre.

The College has a rich history, beginning when Mount Carmel Primary School was founded in 1942 by the Sisters of Charity in View Street, Hobart. In 1947, it relocated to its current site, merging in 1957 with St Joseph's College (founded in 1847) to become Mount Carmel College as a Kindergarten to Year 12 school in the Catholic tradition. Today, in what has been reshaped as an Early Learning Centre - Year 10 College offering a vibrant learning community, we are committed to the development of the whole person: spiritual, academic, social-emotional and physical.

At Mount Carmel College we are a learning community of courageous changemakers, compassionate and strong faith. Individuals are encouraged to develop their potential, live their faith and contribute to shaping a socially just society with courage, confidence and integrity. Our goal, working in partnership with parents, is to support our students' educational journey, inspiring them to flourish, to celebrate their many talents and to become advocates of peace and justice.

Generations of young people have had their lives, values and characters shaped through their experience of participating in the life of the College community. We work actively to continue the Charity ethos and traditions in the 21st Century through our commitment to first class learning programs, quality pastoral care, religious education and social justice programs which inspire our students to grow in independence. The students who attend this College inherit the rich tradition of the Church and the legacy of the Sisters of Charity. Our goal is that they learn to actively participate in shaping their world.

Situated in Sandy Bay, Hobart, Mount Carmel's beautiful setting and outstanding facilities provide an inspiring environment for all students. The College enrolls boys and girls in its Early Learning Centre, and enrolls girls from Kindergarten to Year 10. It supports girls to take intellectual risks and to focus on excellence in achievement. The size of our College, approximately 570 students, is a significant factor in its success. It is just the right size to enable a strong sense of belonging. We understand that girls will thrive in a learning environment where they are known, valued and affirmed.

What makes our College unique is our community of people, our dedication to excellence and our focus on student wellbeing. Our College's commitment to a learning community of courageous changemakers, compassionate and strong in faith. Working in close relationship with our families, we enable each student to develop the skills for life-long learning: creative and flexible thinking, resilience, empathy, generosity of spirit and an understanding of their spirituality. Our students are encouraged to identify and pursue academic excellence and to actively partake in sporting endeavours, cultural pursuits and social justice initiatives. Our commitment as educators is to walk with our students on their learning and faith journey, encouraging the students in our care to achieve their full potential. We are constantly challenged to consider new ways to improve our practice in the pursuit of excellence.

We are extremely proud of the College's comprehensive curriculum, excellent facilities and resources, learning support programs, dedicated teaching and support staff, co-curricular activities, pastoral care structures and social justice initiatives. As a community we are committed to ensuring that our students experience a faith-filled education where their talents and efforts are acknowledged, where they are supported to achieve excellence and where they are nurtured to flourish as individuals. The success of the College is due to the hard work and dedication of many people - staff, families, students, and community members - all of whom give life to our mission as a Catholic school in the Charity tradition. It has been characterised by a strengthening of spirituality and of the learning culture in the College.

Role Description

Role title:	Leadership Administration Officer
Classification:	Business Services Level 4
Line Manager:	Deputy Principal / Director of Curriculum & Pedagogy
Key relationships:	Principal, Leadership Team members, Business Services Team, staff, students, parents, volunteers, visitors, CET staff and external suppliers

Role Accountability

The Leadership Administration Officer plays a pivotal role in supporting the Leadership Team to improve student outcomes and operational efficiency. This position involves managing and analysing educational and student data, supporting curriculum planning and timetabling, and collaborating with key leaders to drive continuous school improvement. The role requires a blend of administrative and technical expertise and strong attention to detail in an educational setting while exercising discretion and respect for confidentiality.

This position will be managed with an eye for detail and an understanding of the complexities of a ELC - 10 College and should develop a positive set of relationships with all College personnel and the wider community with deep knowledge of all School activities. The role works closely with other Administrative Assistants and the College Leadership Team. The Leadership Administration Officer will have the capability to do many things at once and can change plans often and easily, as well as being able to concentrate on multiple events happening in and around their workspace.

Key Responsibilities:

Office Management

- Facilitate an even flow of work through the office of the Deputy Principal/Director of Curriculum and Pedagogy and ensure that matters of high priority are attended to expeditiously.
- Manage and maintain the electronic appointment calendars Deputy Principal/Director of Curriculum and Pedagogy.
- Manage the processing and electronic filing of papers, reports and other correspondence.

General Administrative Support

- Assist with clerical and administrative tasks such as preparing information particularly prior to meetings, correspondence, reports, digital imaging, updating intranet and website, presentations and other documents and analysis as required.
- Ensure all required documentation for appointments and meetings is available for the Deputy Principal/Director of Curriculum and Pedagogy.

- Prepare and distribute agendas and associated paperwork.
- Prepare and distribute correspondence as required, adhering to the College's style guide.
- Manage significant administrative tasks including the annual calendar, annual distribution of awards/prizes and other schedules and programs.
- Coordinate the schedule and organisation of yearly school student photos.
- Maintaining student co curricular records including academic records such as term awards and College Colours.
- Student administration relief as required.

Administrative Support to Director of Curriculum and Pedagogy/Director of Primary/Deputy Principal

- Completing any administrative tasks in relation to curriculum and learning.
- Supporting curriculum and timetable development.
- Administering digital platforms for academic testing and programs, including NAPLAN, PAT, ICAS and others as required.
- Completing relevant data entry and record management in relation to student achievement data.
- Coordinating all correspondence and booking systems for Learning Conferences/Conversations.
- Providing administrative support for the subject selection and subject change process for both existing and new students.
- Completing administrative tasks in relation to examinations and testing.
- Updating student records in the College's timetabling software and Learning Management System.
- Providing administrative support for the student awards process, including data collation and documentation during awards meetings.
- Liaising with College staff and external providers to update and publish student Booklists.
- Provide administrative support for the completion of student academic reports.
- Provide administrative support for professional placements and processes, including cadets, University education students and the Teacher Registration Board's P2F process.

Communication

- Open, sort and attend to all correspondence (including electronic) as directed.
- Screen incoming phone calls and manage confidential correspondence and phone calls.

- Respond to enquiries on behalf of the Deputy Principal/Director of Curriculum and Pedagogy within authorised levels of knowledge and in a timely manner.
- Liaise with and direct enquiries to other members of the Leadership Team, especially in the Deputy Principal/Director of Curriculum and Pedagogy absence.
- On behalf of the Deputy Principal/Director of Curriculum and Pedagogy liaise with leadership team members, teaching, administration and support staff.
- Maintain confidentiality with all aspects of the role.

Event Management

- Working with the Deputy Principal/Director of Curriculum and Pedagogy, effectively oversee and manage all College events and functions such as transition services, Celebration Evening and assemblies. This includes venue and bus bookings, RSVP, participant advice, catering and resources.
- Arrange programs, events, meetings or conferences by booking facilities, catering, issuing information or invitations, coordinating speakers, and formulating guest lists.
- Attend agreed events and functions

Personal Capabilities

Administrative and Technical Skills:

- Highly effective communication, organisational and problem-solving skills, with attention to detail, while working as an adaptable team member.
- Proficient in managing Student Information Systems, learning management systems, and other relevant educational technologies, such as timetabling, child care, parent/teacher and standardised testing programs.
- Familiarity with Microsoft Excel, Google Sheets, and other data tools for reporting and analysis.
- Experience with reporting tools and data software.

Communication and Collaboration Skills:

- Ability to communicate complex data in a clear and accessible way to non-technical stakeholders.
- Strong organisational skills, with the ability to prioritise tasks in a busy educational environment.

Catholic Education Tasmania Requirements

As an employee in Catholic Education Tasmania:

- support the mission of the Catholic Church;
- support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement;
- nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life;
- you must uphold Catholic belief and practice in all the Employee's professional activities and

refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute;

- you must be familiar with, have an understanding of and uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

Experience:

- Minimum of 5 years of experience in an executive support role or a similar role within an educational setting.
- Experience in managing academic or student data in a school/sector or similar setting.
- Valid Working with Vulnerable People Registration
- Current and Satisfactory National Police Criminal History Check (NPCHC)

Role Relationships

Internal

- Deputy Principal/Director of Curriculum and Pedagogy/Director of Primary/Business Manager/other Administrative staff members
- College Staff
- Students

External

- Tasmanian Catholic Education Office
- Parents
- Visitors/members of the public
- CET Networks
- Archdiocesan staff

Environmental Conditions and Physical Demands

The Business Services Administrator uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

Additional Position Information

Start Date:	Immediate start (start date may be negotiated with successful candidate)
Tenure:	Ongoing, 1.0 FTE 38 hours per week 6 Months Probation .
Hours of Work:	8.00am - 4.00pm, Monday - Friday (8.30am - 4.30pm once per fortnight)
Classification:	Business Services Level 4
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2025
Remuneration:	Business Services Level 4 Commencing Salary \$82,200 per annum – plus 11.5% superannuation

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Read the Role Description
- Fully completed, signed and dated your Application for Employment form
- Fully completed, signed and dated the Pre-Employment Check form
- Cover letter that addresses the 'Personal Capabilities' section - this must be done to be considered for the vacant position. Applicants that do not address this cannot be considered for the position. One typed A4 page is sufficient.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. (Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview).

Applications are to be addressed to Megan Richardson, Mount Carmel College and forwarded electronically by **Wednesday 14 May at 9.00am** to principal@mountcarmel.tas.edu.au

Upon receipt of an application, a confirmation email will be sent back to you within 2 working days.

If you have any further queries regarding your application, please do not hesitate to contact the Principal's Office on 6216 7900 or principal@mountcarmel.tas.edu.au