

POSITION DESCRIPTION

CLERICAL ASSISTANT

| CLASSIFICATION | TIME ALLOCATION | REPORTS TO: |
|--|-----------------------------|-------------|
| Education Support Officer Category: C Level: 2 | 5 days per week (1.0FTE) | Principal |
| APPOINTMENT TERMS | | |
| <ul style="list-style-type: none"> Ongoing / Full Time The conditions of the 2022 Catholic Education Multi Enterprise Agreement apply to this position | | |

ABOUT THE ROLE

The Clerical Assistant is accountable to the Principal via the Officer Manager. They have responsibility for clerical and administrative support in reception, community service, school organisation, faith and mission and within the student domain. This will predominantly involve administrative work. The role requires a person with strong interpersonal skills and an ability to promote a positive approach to the College community.

KEY RESPONSIBILITIES:

STUDENTS AND RECEPTION

- Attend to College reception as required.
- Support other administrative staff in the reception area.
- Provide clerical support to the Registrar as required.
- Conduct College tours as required.
- Attend to incoming telephone enquiries.
- Record Late Arrivals/Early Leave of Students.
- Conduct general photocopying and administration tasks.
- Maintain and monitor student attendance (student absentee line) and follow up on roll inaccuracies with respective teachers.
- Data entry.

CHRISTIAN SERVICES

- Maintain the Christian Service Database.
- Enter data on the Christian Service Data base as required.
- Follow up emails and phone calls to parents and agencies who have not completed documentation.
- Distribute required placement documentation.
- Prepare the Christian service rosters in conjunction with the Christian Service Coordinator.
- Oversee records of attendance.
- Assist with Permission forms and other regulatory requirements.
- Monitor Police and other necessary checks (under the direction of the Christian Service Coordinator).
- Contact placements and follow up on any administrative requirements (under the direction of the Christian Service Coordinator).
- Maintain files of documentation and ensure appropriate/necessary documentation is provided to agencies in a timely manner.
- Assist with student placements.

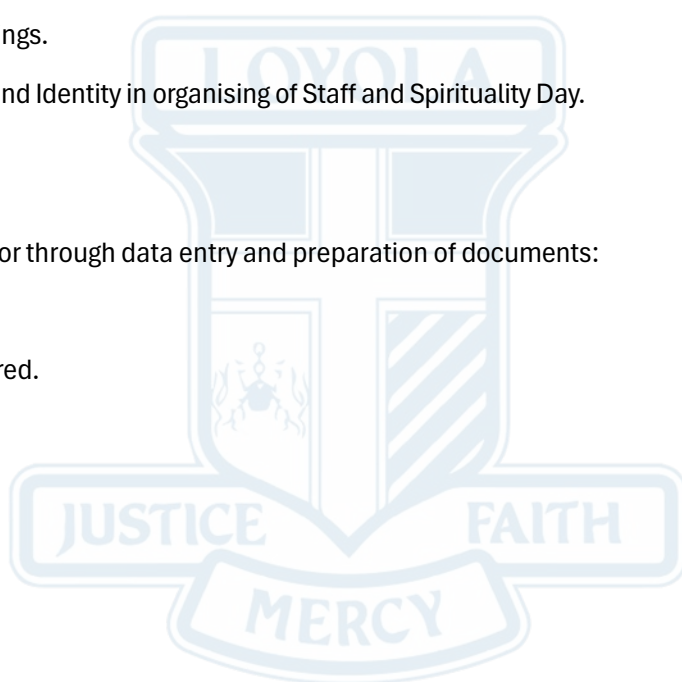
IGNATIAN MISSION AND IDENTITY

- Provide clerical support to the Deputy Principal Ignatian Mission and Identity.
- Monitoring student attendance on reflection days, with view to providing accurate attendance for follow up by the Deputy Principal Ignatian Mission and Identity.
- Assist with the production of materials/booklets for liturgies, reconciliations and Masses.
- Assist with materials preparation for Religious Education events such as Reflection Days, retreats, Vocations week, Grade Six Ignatian Ethos Evening, staff and student faith development events.
- Assist with excursions bookings and organisation.
- Take minutes for Ignatian Ethos & Identity meetings.
- Support the Deputy Principal Ignatian Mission and Identity in organising of Staff and Spirituality Day.

COLLEGE OPERATIONS

Support the Curriculum, ICT & Reporting Administrator through data entry and preparation of documents:

- Data entry of VASS result.
- Other data entry and word processing as required.
- Other general duties as required.



ADMINISTRATION SUPPORT FOR HEADS OF HOUSE

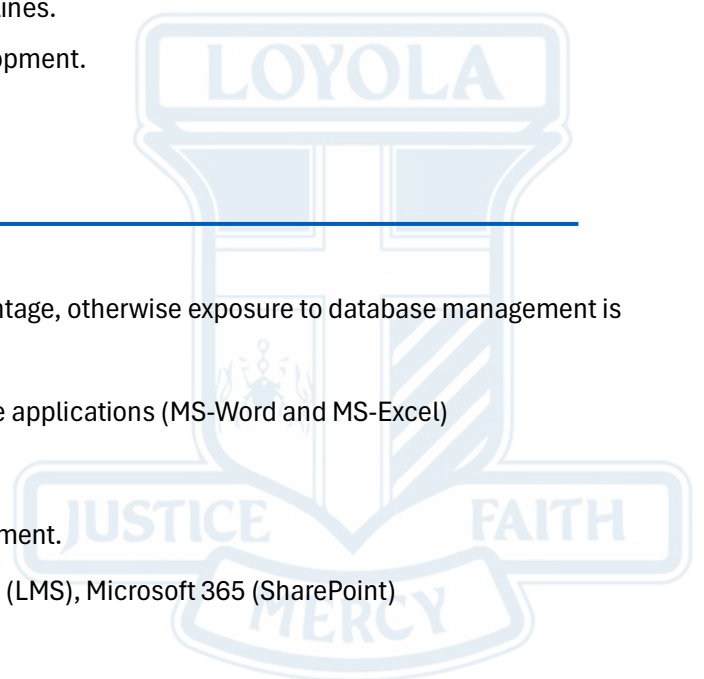
- Maintain the Emergency Evacuation Boxes
- Upload overseas correspondence to student LMS Pastoral Care record and circulate to respective teachers
- Upload medical certificates to LMS and notify subject teachers /mentors/Head of House.
- Sorting/filing medical certificates and absence notes per House
- Liaise with maintenance regarding organisation House morning tea, including completion of maintenance request
- Liaise with Head of Catering regarding food for House morning teas
- Prepare a weekly and monthly overview spreadsheet of emerging patterns of absences/ late/unexplained absences.
- Photocopy House documents such as Year seven orientation passports/ice breaker game sheets
- Sort, print, laminate House certificates
- Prepare a calendar list of key House dates for the beginning of each term.
- Ordering and stocktaking of Student Academic folders.
- Liaise with First Aid Coordinator to maintain the First Aid resources in reception

PERSONAL TRAITS:

- Ability to work with a minimum of supervision.
- Ability to work as an effective team member.
- Excellent interpersonal skills and ability to relate to all sections of the Loyola Community (i.e. Staff, students and current/prospective parents).
- Excellent communication skills (both verbal and written).
- Discretion and confidentiality.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing professional development.

SPECIFIC SKILLS:

- Knowledge of Synergetic database is an advantage, otherwise exposure to database management is ideally required
- Sound knowledge and experience in MS Office applications (MS-Word and MS-Excel)
- Maintain accurate records.
- Commitment to ongoing professional development.
- Knowledge of a Learning Management System (LMS), Microsoft 365 (SharePoint)
- Ability to work afterhours if required.



CURRENT DUTY/HOURS:

This is a full-time role consisting of 38 hours per week. An unpaid lunch break of 45 minutes applies.

| | |
|-----------|-----------------|
| Monday | 8.00am – 4.30pm |
| Tuesday | 8.15am – 4.30pm |
| Wednesday | 8.00am – 4.00pm |
| Thursday | 8.00am – 4.15pm |
| Friday | 8.15am – 5.00pm |

During the student vacation, the hours are: 8:15am – 4:30pm.

SALARY, CONDITIONS & BENEFITS:

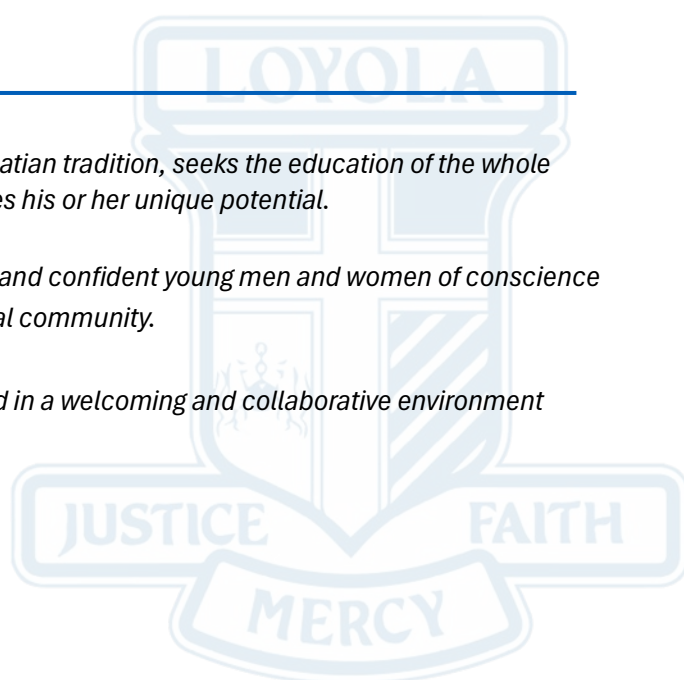
- The position is an Education Support Level 2 (Category 'C').
- The conditions of the Catholic Education Multi Enterprise Agreement apply to this position.
- Salary range will be assessed based on experience and qualifications.
- Superannuation and Leave Loading will be paid as per current Government legislation.
- Category 'C' - seven weeks annual leave, to be taken over the student vacation as arranged with the Business Manager (except that the last full week of January is not available for leave).
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) are available as approved by the Principal.
- All members of the front office reception are required to wear the College provided office uniform

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***



CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

July 2026

