

Administration Officer / Library Assistant

ROLE DESCRIPTION

ROLE TITLE:	Administration Officer / Library Assistant
CLASSIFICATION:	ESO - Grade 3
COMMENCE:	ASAP
TENURE:	Permanent – Part Time
HOURS OF WORK:	Permanent – Part-time 15 hours per week – 41 weeks per year Term time, plus 1 additional week at the start and end of the year. Monday & Friday, 8.30am – 4.30pm. With flexibility to work other days if required.
ALLOWANCE:	First Aid
BREAKS:	15-minute paid morning tea break 30 minute unpaid lunch break
ADDITIONAL:	Flexibility of working hours and days will be required during peak workload periods.
COLLEGE:	St Michael's College, Secondary Campus, Henley Beach.
RESPONSIBLE TO:	HR Manager / Leader of Learning - Library
KEY RELATIONSHIPS:	Internal: Students, Staff, Administration Team, Library and Safety, Risk & Compliance Office. External: College community families and visitors, Prospective students and parents, Feeder schools and other service providers.

PURPOSE

St Michael's College is a Catholic co-educations College in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

Community

We are an inclusive and respectful community where each individual is known, valued and cared for enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.

Challenge

Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.

Choice

Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners, and leaders in the world.

POSITION OBJECTIVE

The role of an Administration Officer is to provide a service to students, staff and visitors relating to a broad range of administration services. The role also provides Senior First Aid to Students and Staff.

This also includes administration support to the Safety, Risk and Compliance Manager and the Leader of Learning - Library.

Under general supervision, the Library Assistant is responsible for supporting daily operations and services of a library, assisting and supporting students, teachers and staff members access educational resources. This role contributes to creating a welcoming and organised environment.

ROLE PERSONAL SPECIFICATIONS

- Excellent organisational and time management skills
- Ability to foresee potential problems and develop contingency plans
- Multi-tasking and flexibility
- Ability to shift priorities in order to respond to changing requirements
- High levels of attention to detail
- High level of confidentiality
- The ability to relate well to potential students and their families from different cultural backgrounds, displaying respect, empathy and compassion
- Effective communication skills and the ability to relate to both students and staff
- Demonstrated capacity to take on responsibility and work independently
- Excellent organisational skills
- Courteous and respectful attitude
- Enthusiastic, highly motivated and a collaborative team-player

BEHAVIOUR

- Excellent oral and written communication
- A creative and innovative approach
- A service provider with excellent customer service skills
- High level of professional personal presentation
- Enthusiastic and highly motivated
- Collaborative team player
- Friendly and engaging
- Respectful of others

ROLE DUTIES

Administration - Front Office:

- Use daily checklist procedure to open / close administration offices
- As the first point of contact with the school, ensure delivery of efficient, professional, and welcoming Reception services for students, parents/caregivers, and visitors at all times and address particular needs with hospitality and care

- Assist students and visitors to the College with sign in / sign out procedures
- Answer and direct incoming telephone calls / queries and be responsible for in-person requests
- Monitor SMC inbox and distribute generic emails accordingly
- Retrieve absentee messages from answering machine, emails, inbound sms etc
- Record student absences, arrivals / departures on SEQTA, manage late arrivals and early departures through clear communication
- Mark students out of SEQTA accordingly eg. Exams, suspensions
- Maintain the College databases through accurate data input and processing to ensure student records are kept up to date
- Assist with locating students and staff on campus as required
- Collect and distribute daily mail from school mailbox and maintain staff pigeon holes
- Distribute keys to Temporary Relief Teachers (TRT) and staff and maintain the electronic College Key Register
- Ensure staff are promptly advised of storeroom deliveries
- Manage bookings of meeting rooms and venues
- Arrange courier and delivery services as required
- Book College vehicle through calendar as required
- Assist Registrar with enrolments to prospective families, collecting payments and processing applications
- Assist Timetable Administrator as required with PD recording
- Action Emergency Evacuation / Lock Down procedures as required, ensure relevant class, staff and absentee lists are available to assist with accounting for everyone on campus. Participate in emergency drills, ensuring the smooth running of all processes
- **Receipting**
- Process accounts receivable payments in accordance with Finance procedure
- Balance receipts daily as directed and organize banking
- Banking for college events eg. MAD day, excursions, fundraisers
- End of Month, ensure all cash batches are deposited to the bank and report all department stationary spending as per finance procedures

Purchasing

- Use Alii to purchase stock – tissues, first aid supplies, epipens, defibrillator supplies, personal grooming products, stationary, printing supplies and staff uniforms. Manage stocktake levels and reconcile Alii purchase orders with invoices received when order arrives as per Finance procedures

First Aid Excursions

- Provide timely treatment / First Aid under pressure and manage difficult situations in a calm manner to students, staff & visitors. Maintain appropriate and clean First Aid facilities
- Record administration of First Aid on SEQTA and CompliSpace (complete incident reports as required) with confidentiality and accuracy
- Collect and monitor medical data via SEQTA, Consent2Go and communicate with parents

to ensure medication and plans are received.

- Communicate the medical or welfare needs, along with student behaviour of students with relevant staff
- Periodically review and update medical related tasks and processes for Compliance through CompliSpace
- Ensure that Medical Management Plans and student medication is stored in an accessible and appropriate place and be responsible for maintaining and updating Medical Plans
- Monitor expiry dates of student medication/s held by College and communicate to carers regarding expiring medication requesting replacement via Consent2Go
- Prepare and maintain First Aid Kits for excursions, with appropriate equipment and supplies, listing student names attending events with life-threatening medical conditions and pack medication if applicable
- Coordinate the check and restock of First Aid Kits by St John and scheduled times throughout the year
- Prepare DP presentation for beginning of year "Students with significant medical conditions" and ensure this document is kept updated throughout the year along with photo sheet identifying students with severe medical conditions
- Co-ordinate with Registrar and IT Manager the end of year notification via Consent2Go to new families – to update C2G for the following year

Safety, Compliance & Risk Assistant

- Assist with the archive requirements of the College with the Safety, Risk and Compliance Manager.

Library Officer

Duties include, but not limited to:

- Assist students and staff members in the basic use and demonstration of library systems and equipment
- Provide excellent customer service and deliver information in a courteous, efficient and effective manner to all visitors
- Carry out a broad range of desk duty services to achieve the day-to-day needs of the Library including library loans, printer recharge, returns, bookings, student sign ins and stock taking
- Maintain student information details
- Assist students and teachers with their research options
- Assist with overdue book recovery
- Ensure general tidiness of shelves is maintained, supplies are replaced and report any damages to equipment to be repaired/replaced as authorised
- Assist with the preparations of all Library displays and exhibitions including preparation for any meetings, functions or training session held within the Library
- Under direction, from the class teacher, where necessary assist with the supervision of students in the Library.
- Ensure students are training to use equipment safely to prevent injury or damage
- Produce resource materials (e.g. displays, multi-media kits, video etc) as required.

Other Duties

- Receptionist / Receipting as required
- Provide administrative support to Year Level Directors and Assistant Year Level Directors

- Provide administrative support to other staff when required
- Other duties as required in accordance with skills and training

CERTIFICATIONS/QUALIFICATIONS/EDUCATION

- Certificate 3 in Business Administration or 3-5 years working in an administrative role and customer service environment
- HLTAID012 Provide First Aid in an Education and Care Setting
- Current CPR HLTAID009
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate (Full Day Certificate and latest update or Masterclass + Fundamentals)

WORK PLACE HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#). This Code applies standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: February 2026