



WHITEFRIARS  
CATHOLIC COLLEGE FOR BOYS

## Administrative Assistant - Senior Years

Title	<b>Administrative Assistant - Senior Years</b>
Classification	<b>Education Support Officer – Level 3 (Category C)</b>
Appointment duration	<b>Ongoing, Part Time, 5 contact days/week (0.8 FTE)</b>
Date Reviewed	<b>February 2025</b>

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

**Whitefriars College** is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

## **Overview**

The Administration Assistant - Senior Years shall be responsible to the Deputy Principal – Staff primarily through the Director - Senior Years and Administration Manager, to provide administrative support, program/event co-ordination, VASS/SEQTA updates and other administrative services for the Director - Senior Years. The Administrative Assistant works as part of the Administration team assisting the smooth and efficient administration services for the College. They should be able to work with initiative and discretion and establish work priorities on procedure-oriented operations.

## **Attributes and Competencies**

The Administration Assistant – Senior Years is expected to exhibit the following qualities and competencies:

- An understanding of, appreciation for and sensitivity to the Carmelite spirit and tradition which has underpinned the history, development and culture of Whitefriars College.
- A firm belief in and commitment to the mission and values of the College and an ability to articulate and promote these.
- Loyalty and public support for the Leadership of the College.
- Be a strong community link to external agencies who support the achievement of the College's Purpose.
- High level interpersonal and communication skills.
- The ability to work as part of a team.
- A pro-active approach and the ability to work autonomously, prioritise work and deliver to deadlines, attention to detail and a well-ordered approach to work.
- High regard for confidentiality, reliability and integrity.

## **Duties**

### **Administrative**

- Provide administrative support and assistance to the Director – Senior Years.
- Maintain all Senior Years related student records and proformas.
- Distribute VCE and VCAA publications as required.
- Manage and maintain the Director – Senior Years' electronic calendar as requested.
- Arrange parent meetings as directed by Director – Senior Years.
- Prepare required documentation for appointments and meetings.
- Under the direction of the Director-Senior Years, prepare and develop presentations and other printed materials for assemblies, information nights, meetings, briefings and other College events.
- Attend to all correspondence, emails and telephone calls in a timely and professional manner.
- Send formal communication to parents and students on behalf of the Director – Senior Years.
- Appropriately manage and act upon confidential correspondence and phone calls.
- Attend fortnightly Administration meetings to collaborate with support staff in the efficient running and forward planning of administrative needs.
- Update Senior Years SEQTA portal page as appropriate.
- In the absence of the Admin Assistant – Middle Years provide assistance as required to the Director – Middle Years.
- Provide relief to Student and Main Reception areas where possible.

### **VASS Administration**

- Manage and maintain all VASS records in accordance with VCAA regulations.
- Establish and maintain all student personal details for students in Year 10, 11 and 12.
- Print and facilitate distribution of Student Personal Detail forms, enrolment details, examination timetables and oral performance slips to all Senior Years students.
- Enter all SAC/SAT scores, Unit Results and Indicative Grades ensuring an effective and timely staff verification process.
- Liaise with the Vocational Education Leader to ensure the management of all required VCE VM and VET data in VASS.
- Distribute and co-ordinate partnership and audit paperwork with relevant teaching staff.
- Communicate outcomes of Special Provisions applications to staff, students, and parents, in liaison with the Learning Diversity Team.

## **Examinations**

- Develop and facilitate administration processes for large cohort SACs, Year 10 & 11 Semester Exams, the General Achievement Test (GAT), September Trial Exams and VCAA VCE Examinations, including the creation of seating plans.
- In consultation with the Director – Senior Years and the Chief Exam Supervisor, recruit and process external Exam Supervisors for VCAA examinations, ensuring VCAA regulations are adhered to.
- Facilitate receipt and checking of VCAA examination materials in accordance with VCAA rules.
- Develop supervisor rosters for all VCAA exams and September Unit 3-4 trial exams.
- Ensure all VCAA procedures and policies are adhered to and updated as required.
- Liaise with the Daily Organiser, maintenance team and teaching staff regarding SAC numbers, staffing, venues and timing as required.
- Liaise with the Learning Diversity team to ensure accurate special provisions are provided to all students for all examinations and SACs and seating for examinations are appropriate.

## **Event Administration**

- Provide event management and administrative support for the following Senior Years events and programs in conjunction with Director – Senior Years, Daily Organiser, Risk Manager and Administration team:
  - *Year 10 Immunisations*
  - *Year 11 Formal*
  - *Year 12 Formal*
  - *Year 10 Dancing Classes*
  - *Year 12 Celebration Breakfast*
  - *Valedictory Dinner*
  - *Senior Years Assemblies*
- Arrange programs, events, meetings or conferences by booking facilities, catering, issuing information or invitations, co-ordinating speakers, formulating guest lists, and other relevancies, as required.
- Document incursions/excursions/out-of-hours events on Operoo and ensure compliance with the College's policies and procedures.

Other relevant duties as directed by the Director – Senior Years, Administration Manager or Principal.

## **Selection Criteria**

### **Essential Criteria:**

- Commitment to the College's Ethos
- Experience and Competence in Administrative Support
- VASS and Examinations Administration
- Event Management and Coordination
- Teamwork and ability to operate Autonomously
- Commitment to Child Safety and Wellbeing

### **Desirable Criteria:**

- Knowledge of Synergetic and VASS Systems
- Previous Experience in an Educational Environment

## **Terms and Conditions**

All other terms and conditions as per the Whitefriars College conditions of employment agreement within the Catholic Education Multi Employer Agreement (2022CEMEA).



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## Application

Applicants should submit:

- A covering letter of no more than one page outlining why the application is being made for the position
- A response of no more than one page on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and emailed to [employment@whitefriars.vic.edu.au](mailto:employment@whitefriars.vic.edu.au) no later than **4.00pm on Monday, 3 March 2025**.

Any enquiries regarding the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.