



Position Description

Position Title	Administration Support – Languages and EAL
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Team	Catholic Mission, Learning and Teaching
Location	<i>Bendigo</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 2
Remuneration	\$67,215 – \$76,119 (excluding superannuation)
FTE	0.3 FTE
Status	Fixed Term – 11 March 2024 to 27 January 2025
Reports to	Leader of Pedagogy Languages and EAL

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

Team Summary

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each division reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 functional areas comprise of:

- Catholic Mission/Learning & Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Wellbeing
- People and Culture
- Operations; and,
- Strategy, Risk and Governance.

The Catholic Mission, Learning and Teaching function provides innovative and insightful leadership in Catholic Mission and Identity, with an integrated focus on Learning and Teaching for Catholic Education Sandhurst Limited (CES Ltd). The Team works closely with school leaders to facilitate and support learning and teaching within the context of Catholic education principles and values across CES Ltd.

Enacting the vision of CES Ltd, the team build, nurture, challenge, advocate, educate and engage in the Catholic Story; whilst animating the Catholic learning community vision. The team is a large and diverse group with staff in specialty areas of:

- Religious Education
- Spirituality and Faith Formation
- Curriculum and Pedagogy design and delivery
- Aboriginal and Torres Strait Islander education
- The Arts
- Professional resources
- Student data and innovation; and,
- Adult Faith Formation and Education

The function works collaboratively with School Leadership teams to ensure schools meet all statutory and legislative requirements with regards to curriculum delivery whilst documenting and regularly reviewing the function's impact on teachers and students. A large focus of the team is to build teacher capacity in curriculum and pedagogical design.

Position Summary

The role of Administration Support is to provide effective administrative support for the Catholic Sandhurst Languages and English as Additional Language (EAL) Team and programs based in Bendigo.

Reporting to the Leader of Pedagogy: Languages and EAL this role also has the responsibility of completing any administration required related to events, functions, conferences and programs for Languages and EAL.

The candidate will have strong experience in administration and in coordinating administration for events. They will also be well organised, approachable, friendly and have excellent communication skills.

Key Responsibilities

Document and event promotional creation	<ul style="list-style-type: none">• Creation of promotional documents, using the Microsoft Suite.• Liaising with Communications team for appropriate logos and expertise for formatting, proofreading, creation of publications, and printing and sending out booklets as required.• Setting up events online or Face to Face and managing invitations and attendance.• Perform general administration in a timely manner, this includes but is not limited to binding, photocopying, laminating, scanning, mail outs, formatting documents, printing.• Maintain and respond to the relevant email group assigned to the Languages and EAL team.• Source the appropriate stationary and promotional materials.• Assist Languages and EAL Team with bulk mail outs as required.• Assist Languages and EAL Team with raising purchase orders as required.• Develop and send out Microsoft or Google forms as required.
--	--

Languages and EAL Event Administration and Assistance	<p>Complete event administration for the Languages and EAL Team including but not limited to:</p> <ul style="list-style-type: none"> • Meet and greet presentation visitors to complete sign in Languages and EAL events when needed. • venue bookings • accommodation for guest speakers; catering & management of dietary requirements of attendees. • booking guest speakers • raising purchase orders • ordering thank you gifts. • compiling any marketing material or handouts • finalising any other preparation for the event • assisting with the setup and breakdown of materials and supplies at relevant events. • supporting the Administration and Event Coordinator with facilitating the Languages and EAL event activities.
Filing	<ul style="list-style-type: none"> • Maintain systems and electronic filing systems for recording and storing information and documenting procedures for the Languages EAL Team. • Liaise with Administration Support Reception for archiving physical records. • Maintain databases of information for CES Ltd Languages and EAL programs as required.
Customer Service	<ul style="list-style-type: none"> • Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful, and friendly manner. • Respond to general administrative queries and liaise with CES Ltd staff as required. • Ensure that confidentiality is maintained and that a compassionate, competent customer service is offered within the framework of the mission, values, and vision of CES Ltd.
Ad hoc projects	<ul style="list-style-type: none"> • Assist with the completion of any ad hoc Languages and EAL projects as required.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise / lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.
- This position includes travel within the Sandhurst Diocese and may consist of overnight stays.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> A current unrestricted Australian Drivers Licence.
	Knowledge and Experience	<ul style="list-style-type: none"> Demonstrated experience in working in a reception or administrative role. Experience in event administration. Minimum typing speed of 45-60 words per minute with 80% accuracy.
	Commitment to Catholic Education	<ul style="list-style-type: none"> Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> Willing to undergo or provide a current and satisfactory working with children check.
		<ul style="list-style-type: none"> Ability to demonstrate an understanding of appropriate behaviours when engaging with children. Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.
	Skills and Attributes	<ul style="list-style-type: none"> Proven organisational and administration skills with exceptional attention to detail. Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Outlook, Teams, and OneDrive. Demonstrated high level customer service skills. Excellent written and verbal communication skills. Personal qualities of friendliness, cooperation and enthusiasm. Willingness to learn new skills relevant to the position
Desirable	Qualifications and Registrations	<ul style="list-style-type: none"> Certificate IV qualifications in a relevant field or equivalent.

	Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of cultural diversity • Experience in an education environment, including knowledge of an additional language would be highly regarded.
--	---------------------------------	--