

Administrative Assistant: Careers

Position Overview

The Administrative Assistant: Careers is directly responsible to the Careers and Pathways Leader, and assists them in the organisation and administration of the Work Experience program, and in providing administrative support for the Year 9 Mock Interviews, Careers based excursions, Careers program guest speakers and programs to support pathways planning.

Statement of Duties

Key Responsibilities

Work Experience

1. Contact work places to arrange work experience placements.
2. Liaise with employers (both those organised by the school and those organised by the students themselves) to ensure that they understand the purpose and requirements of the program, and the role and responsibilities of the employer.
3. Administer the paperwork required for work experience placements; ensuring all required documents are signed, returned and filed.
4. Enter all the work experience placement details on the Work Experience register.
5. Organise and follow up staff visits for work experience.
6. Prepare all letters and other documents that need to be sent out in relation to work experience, including evaluations and thank you letters.
7. Collate staff, student and employer feedback to ensure the ongoing refinement of the program.

Year 9 Mock Interviews

1. Work with the Year 9 Trinity CoOrdinators and the Careers and Pathways Leader to plan the Year 9 Mock Interviews.
2. Source a range of employers to interview students.
3. Prepare the interview schedule and set up the spaces for the interviews.

Careers Awareness

1. Develop and maintain the Careers Centre in the library and promote its use with students.
2. Regularly open the Careers Centre at lunchtime and after school.
3. Disseminate careers related information to students, staff and families.
4. Assist in organising activities to raise awareness of careers and pathways (guest speakers, industry and tertiary visits, careers bulletin)

Communication

1. Relate in a warm and professional manner with students, staff and families.

Child Safety	1. Experience in working with young people. 2. A demonstrated understanding of child safety. 3. A demonstrated understanding of appropriate behaviours when engaging with children. 4. Be a suitable person to engage in child-connected work. 5. Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
General Duties	1. Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. 2. Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal. 3. Demonstrate professional and collegial relationships with colleagues. 4. Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	• A demonstrated understanding of the ethos of a Catholic school and its mission.
Education, experience and attributes	Essential • A demonstrated understanding of Ministerial Order 1413 Work Experience Arrangements. • Strong attention to detail and the ability to balance competing demands. • Strong organisational and administrative skills, including a capacity to work systematically and to tight time lines. • Flexibility, initiative, energy and the ability to respond to the changing demands of the position. • Well-developed communication and interpersonal skills to build relationships with key stakeholders. • Ongoing commitment to professional development and to remaining up to date with career and educational pathways information. • Proficient ICT skills including the Microsoft suite of programs. • Ability to work with people from diverse cultures with empathy and cultural sensitivity.

Time Fraction:

0.5 FTE

(Five full days per fortnight (8.30am – 4.30pm) or six shorter days (8.45am – 3.15pm.)

Remuneration:

Education Support Category B (all school holidays) ES 2.4 – 2.8

