



St Catherine's School
Sydney



BTC Administrative Assistant
Permanent full-time



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to Human Resources.
Please apply via seek by 24 October 2024.

Active support for the Christian character and purposes of the school is essential.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.
Details of how to apply are available at www.ocg.nsw.gov.au



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Primary purpose

Position: BTC Administrative Assistant

Responsible to: The Headmistress

Reports to: Head of BTC (Beyond the Curriculum)

Effective date: October 2024

Details: Reporting to the Head of BTC (Extra-Curricular), The BTC Administrative Assistant has responsibility for providing the highest quality support, delivery and efficient administration of all Beyond the Curriculum programs. You will ensure the school's philosophy, policies and procedures are implemented.

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Major responsibilities

- Be the first point of call for phone calls and email enquiries pertaining to all BTC programs.
- Process program enrolments and create and update rolls as required.
- Interact with SmartCentral software to assist OSHC admin as required.
- Assist the Head of BTC in collating all program charges for accounts.
- Create letters, permission slips, enrolment forms, timetables and other documents for BTC staff as required.
- Assist with record keeping for BTC department.
- Filing and maintenance of records with due regard for confidentiality.
- Develop strong and cooperative working relationships with other school departments and families to embed the BTC program into the school community
- Assist with the booking and planning of the annual BTC SnowSports Trip.
- Attend the BTC SnowSports trip in a supervisory and administrative capacity.
- Provide supervision to students prior to BTC classes and as required due to absence/illness

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- Provide administrative support and supervision at BTC events including but not exclusive to Dance Showcase, Drama Showcase and sport carnivals.
- Updating BTC portal page content, submission of newsletter articles, Daily Notices
- Provide general administrative support to other school departments as required e.g. administrative support at sports carnivals
- Assist in the Outside of School Hours Care program and/or act as the Responsible Person in Charge as required due to absence/illness or leave or cover
- Maintain appropriate qualifications to act as the Responsible Person for OSHC
- Undertake all duties in a competent manner

Other duties

- To comply with the schools' policies and procedures as well as health and safety requirements.
- To participate in training and staff day events as required.
- Attend after hour meetings and events as required.
- Warden responsibilities as required.
- Provide first aid when needed
- Undertake any other duties as required by the Head of BTC

Undertake any other duties as required by the headmistress or her delegate.

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Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Motivation, dedication and enthusiasm for learning
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Willingness to actively support the Christian ethos of the school.

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Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Wellbeing program including weekly pilates, meditation, and book club
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre
- Access to school deli to order lunch daily

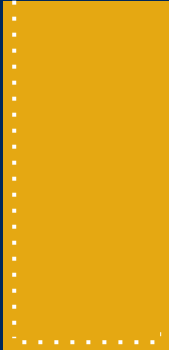
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 StCatherinesSchool

 @stcatherinessyd

 @StCatherinesSyd

 www.linkedin.com/school/st-catherine's-school_2/

 StCSchoolWaverley

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For more information visit

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