Position Description

Administrative Assistant – Ignatian Centre

The College

Saint Ignatius’ College, Riverview is a leading independent non-selective boys’ school for Years 5-12. It is a Catholic day and boarding school run by the Society of Jesus and moulded in the Ignatian tradition.

Established in 1880, the mission of the College is to provide an all-round education that inspires boys to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and compassion.

The College is situated at Lane Cove, Sydney and consists of two campuses co-located on 45 hectares of land. Currently more than 1550 students attend the College, 330 of whom are boarders.

1. Role purpose

The part-time Administrative Assistant - Ignatian Centre is a member of the Ignatian Centre, which is inspired at all times by the highest Ignatian ideals of *Companionship and Team*. The function of the Religious Formation Team is to promote the Christian mission of the College and to work towards its more effective implementation in all areas of College life and community. Within that context, the role of the Administrative Assistant focuses primarily on providing administrative support to the Faith in Service Coordinator.

2. Role responsibility

The part-time Administrative Assistant - Ignatian Centre is directly responsible to the Faith in Service Coordinator through the Director of Religious Formation

3. Role accountability

3.1 College ethos

3.1.1 To support initiatives for the growth of Christian values and the Ignatian tradition within the College community.

3.1.2 To give personal witness to Christian values in carrying out his/her daily duties.

3.2 Relationships

3.2.1 To contribute to the building of positive human relationships within the College community.

3.2.2 To assist in developing effective communication links within the College community.

3.2.3 To provide support and loyalty to professional colleagues.

3.2.4 To maintain confidentiality in respect of all information relating to the College.
3.3 **Ignatian Centre**

3.3.1 To collaborate in team building processes within the Religious Formation Team.
3.3.2 To help provide a welcoming atmosphere to those who visit the Ignatian Centre, and to those who make contact by phone.
3.3.3 To assist with providing hospitality when meetings in the Ignatian Centre include ordering of morning tea or lunch from the College catering service or elsewhere.
3.3.4 To attend meetings held in the Ignatian Centre as required, and to contribute and/or to keep records as appropriate.

3.4 **Key administrative support services**

3.4.1 To provide administrative and secretarial support to the Faith In Service Coordinator. If necessary, priority among tasks is to be determined by the Director of Religious Formation and Faith In Service Coordinator.
3.4.2 To prepare and distribute appropriate correspondence regarding the Faith In Service Program for Years 5 – 11, including the Year 10 Country Placement program.
3.4.3 To prepare documents, manuals and other resources associated with the specified areas.
3.4.4 To store, maintain and use records in a database for effective communication with students, parents and staff involved in the specified service programs.
3.4.5 To work in collaboration with the Director of Religious Formation and the Faith In Service Coordinator to organise all aspects of the Faith In Service Program.
3.4.6 To liaise with individuals and organizations associated with the Faith In Service Program including the Year 10 Country Placement Program, Starlight Program, Smith Family Reading program, outreach programs with the elderly, St. Vincent de Paul programs such as Night Patrol and Breakfast van, targeted programs for the boarders such as Exodus Foundation and Saint Ignatius Technology Companions program, Ignatian Children’s Holiday Camp, Cana Camp and Garate Service Program.

4. **Key skills and abilities**

4.1 High level skills in the key Microsoft Office suite and a familiarity with ‘Synergetic’ (College database) or familiarity with other web based technology.
4.2 Skills in maintaining and updating publications.
4.3 Ability to use Google forms/sheets to gather and store data.
4.4 To be an active communicator across all areas of the College with staff, parents and students both personally and through clear written and verbal communication.
4.5 Strong focus on customer service combined with a well developed sense of responsibility and initiative.

5. **Communication**

To be an active communicator across all areas of the College with staff, parents and students both personally and through written communication.

6. **Work Health and Safety (WHS)**

Actively support and contribute to the maintenance and development of a safe working environment.

7. **Appraisal/review conditions**

The Administrative Assistant - Ignatian Centre will be required to undergo a yearly professional review with the Director of Religious Formation and/or the Faith in Service Coordinator as an integrated part of their professional development.

8. **Terms of employment**

The position of Administrative Assistant - Ignatian Centre is an ongoing, stand down, part-time position and will be required to work 8.30 am to 4.30 pm two days per week, during term time.