

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	School Officer: Administration (Curriculum Support)
Employment status	Permanent/fixed term, Term time/ Full time
Classification	School Officer Level 4
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Deputy Principal / Assistant Principal

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The School Officer: Administration (Curriculum Support) works in collaboration with the Deputy Principal to coordinate administrative processes including reporting, timetabling and ensuring data is maintained in the relevant Student Information System (SIS). This role also provides general administrative support to the Assistant Principal: Curriculum/ Deputy Principal to assist in the day to day operations of the College.

Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. In accordance with well established guidelines, maintain accurate student records in the SIS including moderately complex timetable administration, subject information, academic reporting and student onboarding.
2. Under general supervision, coordinate, test and export academic reports for the Deputy Principal to review and distribute accordingly.
3. Document up to date data entry processes for use by other role holders including timetabling and reporting.
4. Within established procedures and deadlines, compile, maintain and communicate enrolments, subjects and assessment outcomes to the Deputy Principal for review.
5. Upon request from leadership staff, export data from the SIS to provide fit for purpose reports for leadership staff to use including NAPLAN and QCAA.
6. Liaise with the school help desk for support in optimising school databases to achieve high quality data management and reporting.
7. Assist colleagues with moderately complex operation of the SIS and other college databases and elevate complex questions to the relevant help desk.

8. Under general supervision, carry out a wide range of general administrative support including word processing of handbooks and exam booklets, checking supply levels of curriculum stationery and coordination activities.

Classification factors

The characteristics, typical duties and skills commonly associated with this role are found in Appendix 1.

About you

To achieve in this role, you will be required to demonstrate the following:

Eligibility criteria

Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Proven experience working with a range of software to extract data effectively.
- Evidenced ability to interpret a wide range of procedures and apply discernment to solve moderately complex problems, elevating to leadership staff where required.
- Displayed well developed interpersonal communication skills that can be applied to liaise with a cross-section of stakeholders.
- Proven experience in exercising initiative and highly developed time management skills to coordinate a broad range of administrative tasks within established deadlines.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

Appendix 1 – Classification factors

The role has been assessed according to the classification criteria outlined in Schedule 9 of the Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023-2026. Below are the characteristics, typical duties, and skills commonly associated with this role.

Knowledge application

- Expertise within an area or discipline using theoretical knowledge or relevant practical experience.
- A substantial knowledge and understanding of related principles, techniques and practices.
- Well developed understanding of relevant statutory, regulatory and policy frameworks applied to a variety of interrelated activities and solutions to a range of problems.

Accountability

- Accountable for planning own work goals and priorities that align with and achieve own and team/group outcomes.
- Responsible for the accuracy and timeliness of advice provided in relation to an area of responsibility and awareness of the impact of emerging issues and activities.
- Accountable for the achievement of own results which contribute to team/group goals.

Scope and complexity

- Work is moderately complex to complex in nature and relates to a range of activities.
- What needs to be done involves using available information however options are not always evident.
- Interpretation, analysis, and some judgement are required to select an appropriate course of action.

Guidance

- Works under general supervision and works within established procedures and guidance.
- Objectives, priorities and deadlines are defined with some scope in selecting the most appropriate method to complete tasks and how precedents, procedures and guidelines are interpreted and applied.
- The work may involve working independently to manage specific tasks, processes or activities against stated objectives with supervision generally limited to complex tasks or unfamiliar situations.
- Completed work is evaluated for accuracy, appropriateness and compliance with policy requirements.

Decision making

- Decisions are within defined parameters and related to an area of responsibility.
- Decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.
- Information and advice are provided which may be taken into consideration by other decision makers.
- Actions of the position impact operational efficiency or output, or service delivery for a work area over the medium to short term.

Problem solving

- Work predominately involves a wider variety of still similar, well defined tasks which may require researching and organising information and choosing from a limited range of solutions.
- Creativity and innovation are essential to the position and need to be regularly exercised within general guidelines.
- Unfamiliar issues and situations require personal action for example, in developing new or improved work methods or tackling situations in new ways.

Contacts and relationships

- Communicate with and provide information and advice to a range of stakeholders/others.
- Liaise with stakeholders/others and assist to resolve moderately complex issues.
- Provide quality advice to stakeholders/others and deliver a responsive service within area of expertise.

Negotiation and cooperation

- Contact with stakeholders/others is in terms of comprehensive advice, support and resolution of issues.
- A level of tact, discretion or persuasion is necessary.

Management responsibility and resource accountability

- Little or no supervisory responsibility.
- May assist with work familiarisation, initial training and support to new or less experienced colleagues.
- Uses equipment with reference to established procedures and practices.

