

Senior Administration Officer

Position Details

Position title:	Senior Administration Officer
Reports to (position title):	Director Governance, Risk and Compliance
Direct reports:	No
Organisation:	Saints College
Contract tenure:	Fixed term until 26 January 2027
FTE:	Part time (0.2 FTE)
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
Location:	Central Office
Approved:	March 2025

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

About Us

Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream

education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

Our Young People

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

Our Values

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

Our Commitment to the EREA Charter and Touchstones

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

About the Role

The Senior Administration Officer is responsible for ensuring the smooth and efficient day-to-day running of the administrative and school support areas to meet the Central Office needs.

Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

Operation by Principles	<ul style="list-style-type: none"> Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.
Child Safety and Compliance	<ul style="list-style-type: none"> This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies. <p>Child Safety Obligations All employees must adhere to the following:</p> <ul style="list-style-type: none"> Saints College’s Policies and Procedures implemented as part of compliance with Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools EREA’s Code of Conduct Ensure legal and mandatory reporting obligations are met, consistent with Saints College’s ‘Procedure for Responding to and Reporting Allegations of Child Abuse’ within the schools ‘Child Protection Program’.
General	<ul style="list-style-type: none"> Record management, Reporting and Compliance. Maintain and perform monthly checks for staff records including Working with Children Checks, staff licences. Coordinate new staff site induction for the Central Office. Oversee 3rd party contractors I.e. site induction, WWC checks. Manage the timelines for all reporting and compliance requirements. Develop and maintaining administrative processes. Maintain communication and correspondence between the office and other internal and external individuals/organisations. Organise and lead preparation of office activities e.g. Christmas luncheon and gifts for staff. Support event management where required. Work with the Manager of Operations and the Leadership Team to support the development and coordination of systems to ensure that the office is compliant with all OHS requirements including: Ensure fire and lock down evacuation procedures are established, communicated and practiced within the Central office; Work with the team to ensure OHS audits are completed according to system requirements. Work collaboratively to provide a safe and conducive work environment for staff and young people. All staff are expected to implement self-care strategies & access organisational staff support when needed. Helping to ensure that a culture of diversity and inclusion is embraced.
Other	<ul style="list-style-type: none"> Carry out duties and tasks that may be reasonably assigned by the Campus Principal or school leadership from time to time.

	<ul style="list-style-type: none"> All staff are expected to implement self-care strategies, and access organisational staff supports wherever needed.
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Key Selection Criteria and Requirements

Qualifications	<ul style="list-style-type: none"> Certificate or Diploma qualification or equivalent education and experience.
Knowledge and Experience	<ul style="list-style-type: none"> 3 years of experience in a similar role.
Capabilities	<ul style="list-style-type: none"> Be able and willing to uphold and role model the schools' principles of operation of Respect, Participation, Safe and Legal, and Honesty. Collaborative team player with the ability to build quality working relationships. High level of computer literacy and proficiency in using the Microsoft Office Suite. Proven initiative, organisational and problem-solving skills with the ability to operate independently and within a team environment to deliver on timelines. Experience in developing and maintaining administrative processes which support efficient and compliant operations. Commitment to the principles of equal opportunity and workplace diversity. Ability and willingness to travel to school sites and attend professional development as required. High level attention to detail.
Probity checks and Certification	<ul style="list-style-type: none"> Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration. Hold appropriate Australian Work Rights. Valid First Aid Certificate or willingness to obtain. Valid Australian Driver's Licence and willingness to drive school vehicles when required.
Physical Requirements	<ul style="list-style-type: none"> This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.