



## Administration Officer

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred Heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

The Administration Officer provides high-quality administrative and data support across the College. This position will:

- Coordinate all aspects of College bus operations, including student allocations, route updates, communications and record-keeping.
- Manage the College's physical and digital archives, including cataloguing, retention and secure retrieval of records.
- Scan, upload and maintain student records within Smartsoft, SIMON and related systems.
- Support compliance and reporting requirements, including enrolment, NCCD and student record obligations.
- Maintain spreadsheets, databases and data tracking tools with a high level of accuracy and attention to detail.
- Provide general administrative and project support to College departments as directed.

Applicants will have relevant qualification and demonstrated skills and experience in the delivery of customer service and administration. You will also demonstrate excellent communication and interpersonal skills.

### How to Apply

Applications are to be addressed to the Director – Compliance, Risk and Culture, Elle Guthrie and emailed to [employment@monivae.vic.edu.au](mailto:employment@monivae.vic.edu.au).

Please include:

1. A completed application form;
2. An application cover letter;
3. An evidence-based statement addressing the key selection criteria/mandatory requirements of no more than 4 pages; and
4. A professional Curriculum Vitae including full employment history and positions of leadership (no more than 4 pages).

Successful applicants are required to demonstrate a commitment to Catholic education, be compliant with Mandatory Reporting certification, hold a current Working with Children Check and undergo a National Police Check.

**Applications close Sunday 22 February 2026**

*The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.*

*A proud MSC College: ABN 24 071 878 549*



## POSITION DESCRIPTION

POSITION: Administration Officer

DEPARTMENT: Administrative

DATE PREPARED: February 2026

REPORTS TO: Business Manager / Principal

### WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

### OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

### OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

## POSITION SUMMARY

The Administration Officer is a key member of the Administration Team and reports to the Business Manager and Principal. The Administration Officer provides high-quality administrative and data support across the College while holding primary responsibility for the coordination of College bus operations and the management of the College's archives and records using Smartsoft and related systems.

The role supports multiple departments by completing data entry, document management, scanning and uploading of required records, and maintaining accurate, secure and compliant information systems.

Key responsibilities include:

- Coordinating all aspects of College bus operations, including student allocations, route updates, communications and record-keeping.
- Maintaining accurate and compliant bus data, reports and documentation for operational and audit purposes.
- Managing the College's physical and digital archives, including cataloguing, retention and secure retrieval of records.
- Scanning, uploading and maintaining student records within Smartsoft, SIMON and related systems.
- Supporting compliance and reporting requirements, including enrolment, NCCD and student record obligations.
- Maintaining spreadsheets, databases and data tracking tools with a high level of accuracy and attention to detail.
- Providing general administrative and project support to College departments as directed.

The Administration Officer is expected to demonstrate strong organisational and administrative skills, attention to detail, discretion in handling confidential information, and a commitment to upholding Monivae College's values, child safety obligations and compliance requirements.

*It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.*

## POSITION OBJECTIVE & KEY RESPONSIBILITIES

### Bus Coordination

- Coordinate all aspects of College bus operations, including student lists, stop allocations, route updates and service information.
- Maintain accurate and up-to-date bus records, spreadsheets, data logs and compliance documentation.
- Monitor and action student movements, new allocations, cancellations and special transport arrangements.
- Prepare and issue bus-related communications including delays, changes and operational notices.
- Maintain reporting and data required for contractors, audits and operational planning.
- Ensure secure storage and retention of all bus-related documentation in accordance with College requirements.

	<ul style="list-style-type: none"> <li>• Liaise with bus contractors/providers and internal stakeholders to ensure continuity of service.</li> </ul>
<b>Archives and Records Management</b>	<ul style="list-style-type: none"> <li>• Manage the College's physical and digital archives, including cataloguing, indexing, storage and secure retrieval of records.</li> <li>• Maintain accurate student files and historical records within Smartsoft and related College systems.</li> <li>• Implement record retention, storage and disposal processes in line with College policies and legislative requirements.</li> <li>• Conduct periodic reviews and audits of archived records to ensure accuracy, completeness and compliance.</li> <li>• Maintain consistent digital and physical filing structures that ensure privacy, security and accessibility.</li> <li>• Ensure confidential and sensitive information is managed appropriately at all times.</li> </ul>
<b>Student File Management</b>	<ul style="list-style-type: none"> <li>• Scan, upload and maintain student documentation within College systems (e.g. SIMON, Smartsoft) including: <ul style="list-style-type: none"> <li>• Enrolment documentation</li> <li>• Academic reports and NAPLAN data</li> <li>• Medical and specialist reports</li> <li>• Behaviour support and learning adjustment documentation</li> <li>• Transition records</li> <li>• NCCD evidence and supporting documentation</li> </ul> </li> <li>• Ensure documents are correctly labelled, categorised and accessible to authorised staff.</li> <li>• Follow up missing or incomplete documentation as directed.</li> </ul>
<b>Data Entry, Systems and Spreadsheets</b>	<ul style="list-style-type: none"> <li>• Maintain spreadsheets, databases and digital tracking systems relating to buses, archives, enrolments and compliance.</li> <li>• Undertake accurate data entry with a high level of attention to detail.</li> <li>• Assist in the preparation of data for reporting, audits and compliance purposes.</li> <li>• Identify opportunities to improve data accuracy, workflows and administrative processes.</li> </ul>
<b>Administration Support to College Departments</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to departments including the Registrar, NCCD Coordinator, Learning Support Team and Leadership as directed.</li> <li>• Assist with document preparation, file creation, spreadsheet maintenance and system updates.</li> <li>• Assist with the coordination and administrative support of College events, including preparation, logistics and on-the-day support as required.</li> <li>• Provide administrative support for the management of the College Uniform Shop, including record keeping, stock-related administration and point-of-sale support where required.</li> <li>• Provide support to canteen operations where required, including administrative assistance and service support during peak periods or staff absences.</li> <li>• Provide reception relief and front-of-house support as required, including responding to enquiries, directing visitors and supporting daily office operations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete the College mail run, including collection, sorting, internal distribution and outgoing mail lodgement.</li> <li>• Undertake the banking run in accordance with College procedures, ensuring secure handling of documentation and records.</li> <li>• Provide general office support including scanning, copying, filing and document preparation as requested.</li> </ul>
<b>Compliance, Confidentiality and Professional Practice</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with College policies, privacy obligations, child safety standards and legislative requirements.</li> <li>• Maintain confidentiality of student, family and staff information at all times.</li> <li>• Contribute to a professional, collaborative and service-focused administration environment.</li> <li>• Participate in professional learning and continuous improvement activities as required.</li> </ul>

<b>KEY SELECTION CRITERIA</b>	
<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in an administrative or office support role.</li> <li>• Demonstrated ability to manage records, data and documentation accurately and confidentially.</li> <li>• Working with Children Check (VIC)</li> <li>• National Police Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in an education environment.</li> <li>• Experience using student management and records systems such as Smartsoft and SIMON.</li> <li>• Experience in records management, archiving or compliance-based administration.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with a positive and proactive attitude.</li> <li>• Highly developed computer skills including Microsoft Suite (Word, Excel, PowerPoint) and Google applications.</li> <li>• Proven ability to communicate clearly, actively listen to others and respond with understanding and respect.</li> <li>• A proactive approach to problem-solving and a commitment to continuous improvement.</li> <li>• Proven organisational skills, including the ability to prioritise workload, exercise sound judgement, manage competing demands and deliver high-quality outcomes with exceptional attention to detail.</li> <li>• A strong sense of initiative, innovation and enthusiasm.</li> </ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to legal and moral obligations relating to child safety</li> <li>• A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply</li> </ul>

	with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.
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<b>EMPLOYMENT CONDITIONS</b>	
<b>Appointment</b>	<p>Employment is part-time at 0.8 full-time equivalent (FTE), being 30.4 hours per week, with days and hours to be negotiated in accordance with operational requirements of the College.</p> <p>The role is classified as an Education Support position under the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA), Category B – Level 2. Category B Education Support Employees normally work during the school term time only and receive paid non-term weeks.</p> <p>The position is appointed by Monivae College, and the incumbent is an employee of Monivae College.</p> <p>The role is subject to the College's policies, procedures, and guidelines, as provided as part of the College's Induction Program and ongoing training and professional development requirements.</p>
<b>External Liaisons</b>	<ul style="list-style-type: none"> <li>• Bus Contractors / Transport Providers</li> <li>• Victorian Catholic Education Authority</li> <li>• Diocese of Ballarat Catholic Education Limited (DOBCEL)</li> <li>• External Auditors / Compliance Reviewers</li> <li>• Government Departments and Agencies</li> <li>• External Service Providers (records and data systems)</li> <li>• External Schools and Education Providers</li> </ul>
<b>Conditions</b>	<p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>Classification Level and salary will be negotiated with the successful applicant, in accordance with qualifications and experience.</p>
<b>Review and Appraisal</b>	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
<b>Professional Development</b>	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.