SALESIAN COLLEGE
CHADSTONE EST. 1957

Invitation for Applications

ADMINSTRATION TEAM LEADER

Full-Time Ongoing

Applications are invited from experienced and competent Administrators to join and lead the College Adminstration Team. The Administration Team Leader works in the context of and contributes to the College Leadership and Support Team, and coordinates the administrative support necessary for the smooth functioning of the College.

Closing Date

11:00pm
Sunday 19 February 2023

About Salesian College

Vision

A dynamic, joy-filled Catholic learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

Mission

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

Salesian College Chadstone is committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes; and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

Values

- Integrity
- Respect
- Belonging
- Joy
- Dynamism

A Child Safe School in accordance with Ministerial Order 1359

Salesian College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 1359 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

INSPIRE
EDUCATE
BECOME
Great men

The Position

The Administration Team Leader promotes the vision and mission of Salesian College and contributes to its educational goals by creating a welcoming environment and coordinating the administration tasks of the College. The Administration Team Leader works in the context of and contributes to the College Leadership and Support Team, and coordinates the administrative support necessary for the smooth functioning of the College.

Salary and Conditions

Salary for this position is in line with the Victorian Catholic Education Multi Employer Agreement as varied from time to time.

This position attracts a Level 3 Salary ($76 621 to $86 817) plus superannuation, leave loading and 4 weeks annual leave.

Selection Criteria

The successful applicant will demonstrate evidence of:

1. A capacity to understand and animate Catholic identity, Salesian charism and College values in all aspects of College life.
2. A commitment to Child Safety and the welfare of young people and a strong knowledge and understanding of Child Safety legislation and responsibilities.
3. Well-developed skills in leading, supervising and developing staff.
4. Well-developed computer skills including producing mail merge, manage databases, manipulate data in Excel and use productivity software.
5. Demonstrated ability to work collaboratively in a dynamic administration team that serves the community.
6. Well-developed written and verbal communication skills to liaise effectively with colleagues, parents, visitors, contractors and agencies.
7. Demonstrated ability to work under pressure and simultaneously coordinate a number of tasks within deadlines.

Enquiries and Applications

Applicants should submit:

- A covering letter of no more than one page outlining why the application is being made
- Curriculum Vitae
- Response to the Selection Criteria (responses to the criteria should not exceed two A4 pages).
- The names and contact details of two relevant referees.

Applications addressed to Mr Mark Ashmore at

employment@salesian.vic.edu.au

Applications for the role must be received no later than:

11:00pm, Sunday 19 February 2023.

Any enquiries about the role should be directed to Jessica Taylor via employment@salesian.vic.edu.au

See Role Decscription for full role outline.

SALESIAN COLLEGE
CHADSTONE EST.1957

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