



## Our Lady of Mercy College

Dear Applicant,

Thank you for your interest in joining Our Lady of Mercy College.

We are a vibrant Catholic school community, inspired by the tradition of the Mercy Sisters, and dedicated to delivering an engaging curriculum that meets the needs of every student. At Our Lady of Mercy College, we are committed to providing a holistic education that inspires learning, nurtures faith, and encourages students to embrace life. As part of our team, you will play a significant role in achieving our mission and upholding the values embodied in "The Mercy Way."

We strive to attract individuals who are passionate about fostering lifelong learning and contributing to a safe and nurturing environment for our students.

Included in this application package, you will find:

- **Position Information**
- **Duty Statement**
- **General Information for Applicants**

If you have any questions regarding the role, please do not hesitate to contact Mrs Michelle Williams, Team Leader – Administrative Services, at (08) 9720 3300.

We look forward to considering your application.

Kind regards,

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**Mr Rob Crothers**  
**Principal**

Embracing Life | Nurturing Faith | Inspiring Learning

100 Leisure Drive, PO Box 220, Australind WA 6233, P (08) 9720 3300  
[admin@olmca.wa.edu.au](mailto:admin@olmca.wa.edu.au) | [www.olmca.wa.edu.au](http://www.olmca.wa.edu.au)



## **Position Information**

### **Administration Assistant (Reception)**

Part-Time, Ongoing

#### **About us**

Our Lady of Mercy College is a nurturing, co-educational secondary institution, catering to students from Year 7 to Year 12. We provide an environment designed for academic excellence, spiritual growth, and holistic development. Nestled in peaceful surroundings, our campus offers engaging learning areas, expansive open spaces and sporting facilities, ensuring that students have the ideal setting to thrive academically, socially, and spiritually.

At Our Lady of Mercy College, the Catholic faith in the Mercy tradition is at the core of everything we do. We inspire our staff and students to embrace all facets of life, nurturing their spirituality and fostering deep learning. Through a focus on global competencies, we equip our students with the skills and knowledge needed to address real-world issues, preparing them to excel today and thrive tomorrow.

#### **Success Criteria**

The successful applicant will demonstrate:

- Experience in a customer service-focused role.
- Experience in a general administrative, team-oriented environment.
- Strong teamwork skills and the ability to collaborate effectively.
- The ability to remain calm and focused, making effective decisions and adapting quickly in real-time situations.
- High-level interpersonal skills with a strong customer focus.
- Excellent time management and organisational skills, with the ability to prioritise tasks effectively.
- The ability to work with minimal supervision.
- The ability to exercise discretion and initiative.
- High-level computer skills, including proficiency in Microsoft 365 systems, AoS and SEQTA.

Essential Requirements:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment.
- Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment.
- Completion of Mandatory Reporting Training.
- Completion of Staff Code of Conduct Training.
- Acquisition and/or maintenance of relevant Accreditation requirements.



### **Conditions and Salary**

- Hours: Monday to Wednesday, 8.00 am – 4.00 pm
- FTE: 0.52% (term time only)
- Duration: 40 weeks per year
- Salary Package: \$60,413 - \$67,948 (full-time equivalent), subject to experience and relevant qualifications

Please click [here](#) to view the Salary Schedule.

Please click [here](#) is view the current Catholic Education (CEWA) Non-Teaching Staff Enterprise Bargaining Agreement (EBA).

**Applications close at 4pm (AWST) on Monday, 2 September 2024.**



## **Duty Statement**

### **Administration Assistant (Reception)**

The Administrative Assistant (Reception) serves as the essential first point of contact for the College, ensuring a welcoming and professional atmosphere. This role is vital in supporting the smooth operation of the College's administration and providing essential services to the College community, including parents, students, visitors, and staff.

The ideal candidate will be highly organised, punctual, and possess strong attention to detail. Key qualities include effective time management, excellent communication skills, tact, initiative, and integrity. Experience in a similar role is advantageous.

A strong work ethic is essential, as is the ability to work independently and collaboratively as part of a team. The successful candidate must prioritise tasks effectively, ensuring that all duties are completed efficiently and to a high standard.

This position reports directly to the Team Leader - Administrative Services and is an integral part of the support staff. The Administrative Assistant (Reception) is expected to uphold the Catholic values and shared vision of the College, contributing to an educational environment that supports the welfare and development of all students. This includes maintaining a positive public image for the College, requiring the highest level of professionalism, confidentiality, and collaboration.

#### **Areas of Responsibility**

- Serve as the professional first point of contact for all visitors and staff.
- Greet visitors, ascertain their needs, and direct them to the appropriate personnel.
- Answer incoming telephone calls promptly and professionally, and direct them accordingly.
- Maintain the front counter and reception area to ensure a consistently high standard of presentation.
- Assist student services with recording student attendance and managing unwell students in the sick bay, including contacting parents when necessary.
- Ensure the College is represented in a positive and professional manner at all times.
- Perform other duties as directed by the Team Leader – Administrative Services, Executive staff, or Principal.

#### **Essential Skills**

- A Catholic background or the ability to demonstrate empathy with the Catholic ethos of the College.
- A minimum of 2 years of proven experience in a similar role.
- Strong written and verbal communication skills.
- High-level organisational, administrative, and customer service skills.
- Experience in record-keeping and document control.



- Proficiency in Microsoft Office 365 products, AoS and SEQTA.
- Ability to manage highly confidential and sensitive information with discretion.
- Excellent data entry skills with an emphasis on speed and accuracy.
- Initiative and flexibility, with the ability to work both independently and collaboratively within a team environment.

**After Hours Requirements:**

- Participation in College events as required or as specified by the Principal.



## General Information for Applicants

We are dedicated to providing a nurturing, faith-based educational environment and are looking for individuals who are fully supportive of the objectives and ethos of Catholic education. As part of your role, you will be expected to participate in co-curricular activities as part of your general duties.

### Essential Requirements:

- All applicants must have a current Working with Children Check (WWC).
- Applicants for teaching positions must hold a relevant degree and be eligible for registration with the Teacher Registration Board of Western Australia (TRBWA). To apply for a position at Our Lady of Mercy College, your application must include the following:

#### 1. Cover Letter

- Clearly state the position you are applying for.
- Highlight your skills, knowledge, and experience relevant to the role.
- Limit your cover letter to one (1) page.

#### 2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications and/or experience
- Parish/Community involvement
- Membership of Professional Associations
- References: Contact details of two (2) professional referees, one of whom should be your current employer. If applicable, include a Parish Priest or Minister as a referee.

#### 3. Copies of any Requested Information

Please include copies of the following, where applicable:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain it upon appointment.
- Working with Children Check (WWCC) or willingness to obtain it upon appointment.
- CEWA Accreditation to Work or willingness to work towards it upon appointment.
- Relevant Qualifications.

Applications are to be addressed to The Principal, Mr Rob Crothers and submitted via email to [humanresources@olmca.wa.edu.au](mailto:humanresources@olmca.wa.edu.au)

Further information can be obtained by contacting Mrs Michelle Williams, Team Leader – Administrative Services on (08) 9720 3300.