



Administration and Library Assistant Application Package

MACKILLOP CATHOLIC COLLEGE

MacKillop Catholic College is a co-educational Year 7-12 Catholic secondary school located in Mornington on Hobart's Eastern Shore.



We aim to educate the whole person: spiritually, intellectually, physically, socially, emotionally and morally. We believe in the importance of a broad curriculum suited to the needs, abilities and interests of the students. We aim to provide encouragement and opportunity for each student to reach excellence and to achieve to the best of their God-given talents.

For further information click the following link to access the MacKillop Catholic College website:

<https://www.mackillop.tas.edu.au/>

CATHOLIC EDUCATION TASMANIA (CET) is a community of thirty-eight schools and colleges serving over 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).



The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools. Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and coordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2024
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website: <http://catholic.tas.edu.au/>

DUTY STATEMENT

Title:	School Administration and Library Assistant
Reports to:	Business Manager / Library Manager
Key Relationships:	Principal Deputy Principal – Wellbeing Deputy Principal – Learning & Teaching Staff, Students, Parents, Visitors, TCEO Staff, External Suppliers
Classification:	Business Services Level 1-2
Employment Conditions:	Tasmanian Catholic Education Single Enterprise Agreement 2024
Location:	2 Goondi Street Mornington, TAS 7018

ROLE ACCOUNTABILITY

The School Administration Assistant and Library Assistant plays a central role in supporting students, families, staff and visitors and welcoming face of MacKillop Catholic College, provides high-quality administrative, clerical, and front-office support to ensure the smooth and efficient operation of the school. This role is often the first point of contact for students, families, staff, and visitors, requiring exceptional communication skills, professionalism, and a strong commitment to supporting a positive school environment.

The role works with general direction and uses discretion and judgement in planning, allocating resources, organising work and taking responsibility for outcomes.

CET REQUIREMENTS

As an employee in Catholic Education Tasmania:

- You must uphold Catholic belief and practice in all the Employee's activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools
- You have a duty of care to protect and preserve the safety of children and students and must always act in the best interests of them in accordance with the Tasmanian Catholic Education Commission's Child Safe Organisation policy.

SPECIFIC FUNCTIONS AND DUTIES

Administration:

- Maintain the front reception area, ensuring it is clean, and welcoming.
- Provide high-level administrative support, ensuring administrative and data management systems are up to date and accurate.
- Manage inbound and outbound communications, including emails, mail and telephone enquiries, with a focus on efficiency and professionalism
- Support attendance processes and data entry to ensure timely and accurate information is available to staff.

Customer Service:

- Deliver exceptional customer service to students, families, staff and visitors, ensuring all interactions are welcoming, respectful and solution-focused.
- Respond to enquiries in person, by phone and via email, providing accurate information and resolving complex queries with confidence and care.
- Maintain a positive and professional front-office environment that reflects the values and culture of the College.
- Build strong, supportive relationships with the school community by demonstrating empathy, patience and clear communication.
- Uphold confidentiality and handle sensitive information with discretion at all times.

Library Operations:

- Assists with the circulation, shelving, processing and maintenance of library resources, ensuring collections remain organised and accessible.
- Supports students in locating resources, using the online catalogue, and accessing recreational reading and study materials.
- Assists in maintaining the Library Management System, including cataloguing, labelling and updating resource records as directed.
- Helps prepare and promote library displays, events and resource collections that encourage reading, research and engagement.
- Supports the day-to-day operation of the Resource Centre by providing student supervision and maintaining a safe, organised and productive learning environment.

Personal Effectiveness:

- Demonstrate strong organisational skills, managing competing priorities in a fast-paced environment with accuracy and attention to detail.
- Show initiative and a proactive approach to problem-solving, identifying opportunities to improve processes and service delivery.
- Maintain a calm, professional and resilient manner, even during busy periods or challenging situations.
- Demonstrate sound judgement and discretion, particularly when handling confidential or sensitive student, family or staff information.
- Work collaboratively as part of a team, contributing positively to a supportive and inclusive workplace culture.
- Engage in ongoing learning and development to enhance skills, knowledge and effectiveness in the role.

SAFETY AND COMPLIANCE

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
 - contribute to safe systems of work.
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

ROLE RELATIONSHIPS

Internal	External
Principal	Tasmanian Catholic Education Office
School staff	Parents
Students	Visitors/members of the public
Parish Priests	Archdiocesan staff

EVIDENTIARY REQUIREMENTS

ESSENTIAL:

- Previous experience in an administrative setting, preferably within a school environment.
- Valid Working with Vulnerable People registration.
- Current and satisfactory National Police Criminal History Check.

DESIRABLE:

- Certificate IV Business Services or equivalent experience

FINAL CHECK LIST FOR APPLICATIONS

Before sending in your application, use this checklist to ensure you have completed all important details. Check that you have:

- Read the Duty Statement, which contains the required criteria
- Included a 1-2 page letter of introduction stating the reasons why you are seeking this position at MacKillop Catholic College.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken.
- Answer all screening questions

HOW TO APPLY

Please submit your CV and cover letter via SEEK or the Catholic Education Tasmania Website.

For a copy of the Application Package visit <https://www.mackillop.tas.edu.au>

For further information about the role email hr@mackillop.tas.edu.au

To find out more about MacKillop Catholic College, please visit: <https://www.mackillop.tas.edu.au>.