23 March 2015

Dear Applicant,

Thank you for your interest in joining our staff. St Matthew’s is a Kindergarten to Year 6 Catholic co-educational school, which currently caters for approximately 340 students. St Matthew’s has a strong community spirit and commitment to family and community.

The position advertised is for an Office Manager - Finance;
- The successful applicant will commence official duties at the start of Term 2, Monday 27 April 9 (can be negotiated).
- The position is subject to a probation period of six (6) months.
- The successful applicant will be employed under the terms and conditions of the School Employees (Archdiocese of Canberra and Goulburn Catholic Diocesan Schools) Collective Agreement.
- The level of this position is School Officer Level 5.

- Hours of work will be 56 hours per fortnight. This will be four days per week (Mon, Tuesday, Thursday and Friday) to be worked between 8.30 am – 4.00 pm for 41 weeks per year. These hours could be negotiated. On occasion, there may be a need for the staff member to work outside these times.
- The appointment of the successful applicant will be subject to satisfactory employment screening for child related and Working with Vulnerable People (WWVP) employment in accordance with CEO policy and ACT legislative requirements.

Please submit your application by close of business Tuesday 7 April 2015. If you have any queries or would like to discuss your application with me, please email brenda.foley@cg.catholic.edu.au or phone the school on 02 6254 2653.

Yours sincerely,

Brenda Foley
Principal
Officer Manager – Finance Officer

DUTY STATEMENT

Finance
- Management of School Fee Accounts
- Management of Debtors and Creditors
- Financial reporting to Catholic Education Office, School Community Council, School Leadership Team and Parents
- Preparation of monthly BAS
- Management and banking of sundry cash flow (fees, camps, excursions etc.)
- Provide assistance with development and tracking of school budget
- Support teaching staff in tracking of classroom budgets
- Daily reconciliation of EFTPOS/Credit Card/Bpay
- Compiling orders, unpacking, checking, sorting, shelving and storing items
- Stocktaking procedures and asset management

Office and Reception
- Reception duties - handling personal and telephone enquiries
- Data entry and computer operation
- Word processing/typing
- Maintenance of student records
- Co-managing enrolment enquiries, enrolment data entry
- Maintenance of registers and other record keeping procedures
- Negotiate with third party providers (bus companies, swimming pools, tree removals etc.)
- Preparation of orders for equipment and stationery
- Operation and maintenance of office equipment
- Collection, distribution and posting of mail
- Distribution of information throughout the school
- Distribution of information for parents and students
- Creation and distribution of weekly newsletter

Student Support
- Administer and record first aid where required
- Care for and comfort of sick or distressed students
- Administer medication to students as per individual plans
- Maintain a medical room and first aid stocks as required ensuring medication is stored safely

Additional Duties
- Undertake continual training in the School Finance and Administrative package - MAZE
- Participate in relevant training and development opportunities
- Undertake other related and appropriate duties as determined by the Principal and School Leadership Team
- Manage maintenance requests
Officer Manager – Finance Officer

DUTY STATEMENT

1. An understanding of and commitment to the mission of Catholic Schools and the establishment of authentic relationships within the school community by having an openness and enthusiasm to participate in the life of the school.

2. Highly effective oral and written communication and interpersonal skills with primary school aged students, parents of the school community, and members of the school staff, parish and the general public in a professional, informed, confidential and caring manner.

3. Strong financial background including advanced knowledge and experience with a Windows based accrual accounting package such as MAZE.

4. Advanced computer skills including knowledge and experience in Word and Excel.

5. An excellent knowledge of and experience in office management processes including handling and preparation of correspondence, structuring and maintenance of general office and student filing systems and operation of printing/photocopying machines.

6. Ability to use discretion and confidentiality when dealing with sensitive information in relation to students, staff and parent/carers within the school community.

7. The ability to prioritise workloads in an unpredictable office environment.

8. Ability to work as part of an enthusiastic, energetic and busy team and to prioritise workloads in an unpredictable office environment.

9. Senior First Aid Qualifications with a capacity to offer support and assistance to students with a variety of medical needs. (Applicants who do not currently hold a Senior First Aid qualification will be provided with training.)

Applications should include
1. Covering letter;
2. Certified copy of ‘Working With Vulnerable People’ (WWVP) Card;
3. Proof of Identity form;
4. Statement addressing selection criteria;
5. Curriculum Vitae;
6. Referees (at least 3); and
7. Certified copies of qualifications.

Guidelines for Preparing Your Application
Applications are invited from persons able to demonstrate a commitment to the mission of the Catholic School. Application is to be made on the official Application Form which is available from the CEO Website http://cg.catholic.edu.au/wp-content/uploads/2014/10/Application-for-Advertised-School-Employee-Position-2015.pdf
Referees
In forwarding your application you are asked to provide the name, address and phone number of three referees. Since your referees will be contacted should the Selection panel consider you for short-listing, it is important that they should be people whose knowledge of you is relevant to this position. It is recommended that you should not only inform your referees that you are nominating them to act in this position for you, but should also supply them with information regarding the position for which you are applying.

Enquiries: Mrs Amanda Peek
Office Manager – Administration
amanda.peek@cg.catholic.edu.au
02 6254 2653

Written Applications: Ms Brenda Foley
Principal
St Matthew’s Primary School
PO Box 4172
Page ACT 2614
brenda.foley@cg.catholic.edu.au

Applications Close: Tuesday 7 April 2015
Commencement Date: Monday 27 April (can be negotiated)