School Support Officer

Position Overview
Reporting to the Business Manager and the Principal's Personal Assistant / Registrar, the School Support Officer delivers vital administrative and operational support across the College while actively advancing its mission and core values.

Edmund Rice College is an authentic Catholic community grounded in Gospel values and the tradition of Blessed Edmund Rice. The College provides quality learning experiences to challenge each student to become a critical, reflective thinker committed to service and solidarity in the wider world.

The key responsibilities of School Support Officers include but are not limited to the following:

- Attending to student enquiries promptly and professionally.
- Performing basic clerical duties, including filing, collating, processing mail, and verifying figures.
- Operating standard office equipment, including computers, photocopiers, scanners, and telephone systems.
- Relaying messages to staff in a timely manner.
- Providing administrative support to the College Executive, including scheduling appointments, managing diaries, and drafting confidential and general correspondence.
- Assisting with the planning and coordination of school functions and events.
- Executing routine and scheduled administrative tasks to support daily operations.
- Handling in-person and telephone enquiries with a welcoming and professional demeanour.
- Processing daily student attendance records and generating reports.
- Managing student late arrivals and early departures, ensuring records and reports are accurately maintained.
- Assisting at College sporting carnivals (e.g., swimming, athletics, cross-country) to support event operations.
- Entering excursion and activity data into the Student Management System regularly to maintain data integrity.
- Admitting students to sick bay, administering first aid as needed, and documenting relevant details.
- Liaising with staff and parents regarding student health, well-being, and first aid care.
- Maintaining first aid kits and preparing supplies for external events.
- Undertaking administrative duties for annual and periodic school activities (e.g., photo days, immunisation programs).
- Assisting with the maintenance and updating of student enrolment records.
- Supporting reception and print room operations as required.
- Assisting with the coordination and setup of award ceremonies and official College events.
- Participating in professional development and training sessions requested by the College.
- Adhering to College policies, guidelines, and directives concerning student wellbeing and safety.
- Undertaking other duties as directed by the Business Manager or Principal's Personal Assistant / Registrar.

(Reviewed: October 2026)