



# LISTON COLLEGE

## Administration and Office Support Job Description 2022

### **Mission Statement of Liston College**

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As an Administration and Office Support person you are an important member of the Liston College community. You will, along with all Liston College Staff, collectively ensure that the school operates effectively and maintains a positive public image.

**Responsible to: The Director of Human Resources**

**Hours: 35 hours per week  
8.00 am – 4.00pm  
Term Time only**

KEY TASK	PERFORMANCE INDICATOR
<p><b>1. Support the Special Character of the College</b></p>	<ul style="list-style-type: none"> <li>● Support the Special Character of the College as outlined in the Mission Statement</li> </ul>
<p><b>2. Word processing services</b></p>	<ul style="list-style-type: none"> <li>● Provide word processing services as requested by the staff in a timely, accurate and professional manner. This is to include, but not limited to: <ul style="list-style-type: none"> <li>➤ General typing</li> <li>➤ Certificates- For Levels assemblies /Leaving certificates/ Prize giving certificates</li> <li>➤ Testimonials</li> <li>➤ Examinations</li> <li>➤ School Events: Liturgical celebrations, Prize giving, Y13 Leaver’s celebrations, Camps etc.</li> </ul> </li> </ul>
<p><b>3. Maintain the School Databases</b></p>	<ul style="list-style-type: none"> <li>● Ensure that the school databases (including student and staff) contain data that is accurate and up to date.</li> <li>● Documents are provided to key staff in a timely fashion.</li> <li>● Duties to include, but not limited to; <p><b>Student Enrolment:</b></p> <ul style="list-style-type: none"> <li>➤ Updating notified changes for personal details.</li> <li>➤ Entering new enrolment data.</li> <li>➤ Flagging leavers.</li> </ul> <p><b>Student Database:</b></p> <ul style="list-style-type: none"> <li>➤ Updating notified changes of personal details.</li> </ul> </li> <li>● Updating class lists</li> </ul>
<p><b>4. Administrative Support.</b></p>	<ul style="list-style-type: none"> <li>● Assist in the efficient operation of school administration: <p>Duties to include but not limited to:</p> <ul style="list-style-type: none"> <li>○ Daily notices typed and circulated the prior afternoon.</li> <li>○ Printing labels for mail outs</li> <li>○ Printing class lists</li> <li>○ Updating phone extension list.</li> <li>○ Prepare pigeonhole labels for staff and liaise with the Director of Human Resources re: allocation of pigeonholes in the staff room.</li> </ul> </li> <li>● Assist with sorting and processing of student Progress, Midyear and End of Year reports for signing and posting.</li> <li>● Ensure second parent reports are sent out as required.</li> <li>● Assist with general school mail outs.</li> <li>● Maintain stocks of prepaid envelopes and letterheads</li> <li>● Provide backup support for the Receptionist <p>Duties to include:</p> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Reception/Customer Services</li> <li>○ Student enquiries</li> <li>○ Attending to couriers</li> <li>○ Answering the phone</li> <li>○ Receipting</li> </ul>
<b>5. Sick Bay Duties</b>	<ul style="list-style-type: none"> <li>● Administer First Aid</li> <li>● Maintain Sick Bay in tidy condition</li> <li>● Make calls to appropriate health providers and services</li> <li>● Maintain Sick Bay and ACC Register</li> </ul>
<b>6. School Stationery</b>	<ul style="list-style-type: none"> <li>● Liaise with School Supplies re: school stationery orders.</li> <li>● Coordinate departmental stationery requirements each year.</li> </ul>
<b>7.General</b>	<ul style="list-style-type: none"> <li>● Provide back up support for the Principal's PA when on leave: <ul style="list-style-type: none"> <li>➢ Assist Principal with Admin services</li> <li>➢ At staff briefings</li> <li>➢ Preparation of school newsletters</li> <li>➢ Enrolment interviews</li> </ul> </li> <li>● Use MOE ENROL program to process school leaver, new enrolments and student transfers.</li> <li>● Assist with other administrative duties as directed by the SLT.</li> </ul>
<b>8. Professional Development.</b>	<ul style="list-style-type: none"> <li>● Participate constructively in the Professional Growth Cycle programme.</li> <li>● Identify own professional development needs and communicates these to the Director of Human Resources when establishing performance expectations.</li> <li>● Attend development programmes and other professional development activities.</li> <li>● Ensure First Aid Certificate is up to date.</li> </ul>



