

Information for Applicants

Systems and Support Officer

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

Systems and Support Officer

- ESO Grade 3 – Administration Stream
- Permanent Fulltime Position
- Commencing 20 July 2026
- 37.5 hours per week, 52 weeks per year
- Salary \$73,425 (Grade 3 – Year 1)

Application

Your application should include the following:

1. A cover letter highlighting your relevant experience, skills, and personal attributes that align with the Key Result Areas in the job description and with the Mercy Education values of the College.
2. Your Curriculum Vitae, which provides details of your qualifications and/or experience as well as three recent referees.
3. Employment Declaration – Please ensure that you also complete the [CESA Employment Declaration Form](#) and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal

Applications close on Monday 29 June 2026 at 9:00am.

Position Information Document

Systems and Support Officer

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute more fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in the world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The role of the Systems and Support Officer is to assist the Deputy Principals and the Head of Primary to maintain student administration systems and to offer administrative support to College leaders. The Systems and Support Officer will work closely with the College Leadership Team in a variety of roles, performing a critical function in reporting key information to school leaders, while also working with autonomy in managing student administrative and reporting systems to ensure the efficient and effective operation of the school.

In supporting the Deputy Principals and Head of Primary, the Systems and Support Officer will work with a variety of staff, students and families.

Position Details

Position Title:	Systems and Support Officer
Key Working Relationships:	Direct Line Manager: Deputy Principal (People and Operations) Accountable to: Principal Deputy Principals & Head of Primary Executive Assistant to the Principal Registrar Teaching Staff and Education Support Officers Students and visitors to the College
Standard Hours of Work:	Hours per week: 37.5 Weeks per year: 52
Position Classification:	Education Support Officer – Administration Stream Grade: 3

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)

ROLE SPECIFICATIONS

The Key Result Areas below identify the priorities of the position.

KRA: Living out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions. This may require you to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.

KRA: Systems Administration

- In collaboration with the Deputy Principals and the Head of Primary, prepare and maintain Reception to Year 12 Home Class and subject lists in relevant administration systems
- Provide administrative support and maintenance of school management systems including but not limited to Synergetic, SEQTA, Edval, Consent2Go, SACE Schools Online, Class Creator and NAPLAN
- Undertake data analysis and synthesise data for school leaders
- Update policies, procedures and guidelines as directed by school leaders
- Oversee the training needs analysis in conjunction with school leaders
- In conjunction with the Deputy Principals, liaise with senior students regarding subject selections

KRA: Student Reporting

- In collaboration with the Deputy Principals, administer processes associated with proofing, finalising and publishing relevant student academic reports, music tuition reports and associated documentation
- In association with the Deputy Principals and the Registrar, coordinate the creation and maintenance of student records using various systems
- Ensure each student's personal and enrolment information (including Vocational Education courses) associated with SACE (Schools Online) is up to date
- In collaboration with the SACE Coordinator, run regular SACE completion checks
- Prepare Government and Statutory Authority returns for authorisation by others and review and finalise reports for external agencies and organisations consistent with applicable requirements and procedures

KRA: Providing administrative support to the Deputy Principals and the Head of Primary

- Providing confidential administrative and secretarial support to the Deputy Principals and the Head of Primary
- Coordinate and deliver school events and functions that reflect the school's commitment to hospitality, ensuring all guests feel welcomed and valued
- Provide flexible support for activities conducted outside standard working hours to ensure successful outcomes
- Work closely with school leaders to plan, prepare, manage and attend key school activities and events
- Preparing for and attending to the Deputy Principal's and the Head of Primary's guests
- Responding to enquiries and redirecting to the relevant Deputy Principal or the Head of Primary as required
- Liaising with staff, students and parents regarding appointments with the Deputy Principals or the Head of Primary

- Ensuring timely communications to and from the Deputy Principal and the Head of Primary offices
- Preparation for, and attendance and minute-taking at the various Committees chaired by the Deputy Principals or the Head of Primary including but not limited to the Consultative Committee, Curriculum Committee, ICT Committee, OSHC Committee, SACE Academic Review Committee, and the Year Level Coordinators
- Willingness to perform any other duties as required from time to time by the Principal, Deputy Principals and the Head of Primary

PERSON & PROFESSIONAL SPECIFICATIONS

Skills

- High level of confidentiality, trust, integrity, initiative and work ethic combined with ability to self-reflect and self-manage, as well as positively contribute and work with the College Leadership Team
- Exceptional interpersonal and communication skills and proven ability to develop a strong positive rapport with others to build credible, trusting and respectful relationships
- Ability to generate and develop complex ideas and exercise substantial autonomy in decision-making and professional judgement based on experience
- Proactive, resilient, accountable for own actions and able to work productively and collaboratively in a complex environment with others and provide guidance and support
- High-level administration and organisational capabilities to successfully manage overall planning of work of significant complexity
- High level proficiency in ICT systems (minimum MS Office) and ability to efficiently utilise learning management and student information systems
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training, and participate in professional (and other) reviews, as applicable
- Ability to interact with children in a positive, sensitive and respectful manner
- Willingness to perform any other duties as required from time to time by the Principal

Knowledge

- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of, and commitment to, the principles of equal opportunity
- Knowledge of responsibilities of the process of Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- Knowledge of the responsibilities of the employer and employee under the Work, Health & Safety Legislation

Experience/Qualifications/Training

- Higher education qualification in Administration/Business or comparable (desirable)
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- Some extra hours and flexibility of hours will be required around special events in the life of the College for example but not limited to Open Night, enrolment days, special masses and celebrations, and around Key Result Areas (KRA) of the role
- Unless for special circumstances, annual leave is to be taken during school holiday periods. There is a compulsory time of annual leave in the Christmas-New Year period
- There is a requirement to participate in an annual performance review

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: June 2026