CHEVALIER
COLLEGE

POSITION VACANT

Support Officer – Organisational Improvement

Chevalier College seeks applications for a Support Officer – Organisational Improvement for a two-year appointment.

Reporting to the Deputy Principal, with day-to-day direction from the Director of ICT and Deputy Principal, this administrative role will help improve the effectiveness, efficiency and consistency of systems and organisational processes across the College. Working closely with the IT Applications Support Analyst and staff across academic, pastoral and operational areas, you will turn identified needs into practical, sustainable and user-focused administrative solutions.

The College

Chevalier College's rich 80-year history is shaped by the MSC values of kindness, compassion, inclusivity, and hospitality. In its current iteration, Chevalier College is continuing to grow as a future facing community of heart-centred learners, whilst nurturing the individual uniqueness of each student. As a learner-focused contemporary learning community, Chevalier College enables students to be collaborative thinkers who activate purposeful, meaningful and positive change in a rapidly changing world.

Role Requirements

- Assist the Deputy Principal and relevant staff to identify administrative needs, review workflows, and implement and monitor approved improvements that simplify processes and reduce administrative burden.
- Develop and maintain forms, templates, protocols and procedures, and document approved process improvements.
- Coordinate actions, documentation, timelines and follow-up for special projects and operational initiatives, providing progress updates to the Deputy Principal.
- Work with the Deputy Principal, IT Applications Support Analyst and relevant staff to identify duplication, manual processes and opportunities to make better use of existing enterprise systems, including TASS and Microsoft 365.

- Support digital workflows, online forms, notifications and approval processes, including testing, implementation and documentation of approved improvements.
- Support the organisation of SharePoint sites and document libraries, including file naming, folder structures, document ownership, version control and archiving.
- Maintain accessible operational resources and support appropriate access, privacy, record-keeping and secure information management practices.

Essential Criteria

- Well-developed organisational and administrative skills, including the ability to manage competing priorities and meet deadlines.
- Experience supporting administrative processes, projects or workflow improvements.
- Sound analytical and problem-solving skills, with the ability to develop practical, user-focused solutions.
- Digital capability, including experience with SharePoint, Microsoft 365, document management systems or comparable platforms.
- Experience with online forms, such as Microsoft Forms or Jotform, and digital approval workflows.
- The ability to develop and maintain clear file structures, templates, procedures and administrative records.
- Effective written and interpersonal communication skills and the ability to work collaboratively with a range of staff.
- Initiative, accuracy, attention to detail and the capacity to handle sensitive information confidentially.
- A commitment to service and continuous improvement, and the ability and willingness to support the Catholic ethos of the College and the charism of the Missionaries of the Sacred Heart.

Desirable Criteria

- Experience in a school or comparable education environment, with an understanding of academic, pastoral and administrative processes.
- Familiarity with TASS or a comparable school management system.
- Experience using Microsoft Power Automate or similar tools to support notifications, approvals and routine administrative workflows.

- Experience supporting SharePoint document libraries, including version control, document ownership and archiving.
- Experience preparing use guides and assisting staff to adopt new or revised administrative processes.

Other

- Salary and conditions will be in accordance with the *NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement 2023*. The position is classified at Level 4a, with a current full-time equivalent annual salary of $87,872 plus superannuation.
- Proposed working arrangement: term time plus one week immediately before each term, totalling 44 working weeks per year.
- This is a child-related position. Preferred candidates are required to possess a valid Working With Children Check and will be subject to identification verification.

Application Requirements

- Prospective applicants are to express their interest by submitting a written application consisting of:
  - A cover letter of no more than 2 pages outlining why you are suitable for this role by directly addressing the role requirements and essential criteria.
  - A one-page resume, including three referees.
  - Copies of relevant certificates and/or university transcripts.

Confidential enquiries about the position may be directed to HR Advisor, Sarah Gillett, on (02) 4861 1488.

All applications are to be marked to the attention of the Principal of Chevalier College, Mr Greg Miller, and sent via email to: hr@chevalier.nsw.edu.au.

Applications close 11.59pm Friday 6 November 2026.