



Catholic Ladies' College Ltd

(ACN 058 164 891 ABN 44 058 164 891)

Administrative Support Team

Mission Statement

We strive to maintain a professional team who provide an effective support network to fulfil the needs of the Catholic Ladies' College community.

Core Values

As a team we:

- **provide** a professional, welcoming and caring approach to all visitors and members of the CLC community;
- **are** sensitive to the needs and concerns of our customers and endeavour to provide the highest level of support;
- **will** foster a welcoming and harmonious work environment with each team member showing respect, sensitivity and support towards our peers;
- **develop** trust and teamwork by open honest communication and sharing information, knowledge and skills with each other;
- **create** an efficient, productive and rewarding work environment by learning a variety of processes and sharing tasks;
- **manage** tasks, stream line processes and maximise resources to build an effective team;
- **encourage** professional development and help our team members to improve their skills. We support them and recognise their expertise and accomplishments;
- **seek** ongoing technological improvements and innovations and encourage team members to express their ideas to bring about effective change;
- **encourage** team members to participate in liturgical and whole school celebrations within the College.