



Catholic Ladies' College Ltd

(ACN 058 164 891 ABN 44 058 164 891)

Administrative Support Team

Mission Statement

We commit to maintaining a professional team through shared knowledge and communication. We strive to provide quality, administrative support 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;
- foster a welcoming and harmonious work environment with each team member showing **respect**, sensitivity and support towards our peers;
- develop **trust** and **teamwork** through cooperation, 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;
- encourage team members to **participate** in liturgical and whole school celebrations within the College.