



# Position Description

POSITION OVERVIEW			
<b>TITLE</b>	<i>Administration Support to Head of Senior School</i>		
<b>TIME ALLOWANCE</b>	0.6FTE – (Term Time Only)		
<b>COMMENCEMENT DATE</b>	Term 1 2023	<b>TENURE</b>	12 month maternity leave contract
<b>REPORTS TO</b>	Administration Manager through the Head of Senior School		

**GENERAL EXPECTATIONS**

Blakes Crossing Christian College staff are employed under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2020, as amended from time to time.

Staff will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with College policy, rules and expectations.

<b>REPORTING/WORKING REALATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Head of Senior School</li> <li>• Members of the Administration Team</li> <li>• Relevant teaching staff</li> </ul>
<b>LINE MANAGEMENT RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• nil</li> </ul>

**DUTIES & RESPONSIBILITIES**

The Senior School Administration Assistant will be responsible for:

- collaborating with the Head of Senior School, other Heads of School, pastoral care teachers, chaplains, other staff and students to create an optimistic, resilient and harmonious school community
- providing administration support to the Head of Senior School
- liaising with Head of Senior School and other administration staff
- completing administration tasks, such as photocopying, laminating, receiving and making phone calls, filing, scanning documents, creating documents, weekly bulletins, etc...
- completing of other duties as directed by the Principal or Head of School

**Key tasks:**

In all situations and circumstances, engage a team approach to

- Support the Head of School and staff with administration tasks
- Attend and keep minutes on staff meetings and forums as required and as directed.
- Attend and participate in fortnightly meetings with the Head of School or as required for the purpose of exchanging information.
- Participate in professional development when deemed appropriate.
- Adherence to current privacy laws and confidentiality regulations (All information is to be divulged to the College Leadership Team and/or appropriate Head of School).
- Prepare formal reports as required including accurate and up to date records of conversations, sessions, phone calls and other correspondence on Edumate, including when an external agency is involved.
- Provide formal feedback to Head of School when requested

**Resources and Communication:**

- Provide relevant information and resources to staff, parents and students.

**Professional Learning:**

- Maintain networks with other administration staff and seek continuous self-improvement

**Key Outcomes:**

- Visible, positive energetic administration support is provided, in collaboration with college staff, for the ongoing development of a harmonious school culture.
- Administration supports are planned, carried out and evaluated in collaboration with the College Leadership
- The Leadership Team is advised in a timely manner about relevant issues in relation to emerging issues within the College.
- Administrative tasks are completed with accuracy and within timelines determined by the Head of School

**Staff holding a position of administration support will:**

- Facilitate excellent administration and adhere to expectations of confidentiality

- Foster an atmosphere that is inclusive, and servant hearted.
- Liaise respectfully with all stakeholders
- Undertake other duties or projects as directed by the Principal, or Head of School which are within skill level and competence.

## SKILLS & ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders including students, staff and parents
- The ability to work as a member of a team in a manner that fosters the support and cooperation of team members
- Ability to establish and maintain effective relationships with colleagues, students and parents
- Ability to handle potentially sensitive issues and maintain confidentiality
- Ability to analyse situations and problem-solve quickly and efficiently
- Be able to work independently, with initiative, and at times, autonomously.

## PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with Statement of Faith of CCM
- A mature faith and active involvement in a local church
- A demonstrated lifestyle as detailed in the CCM enterprise agreement, that is founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community
- Collegiate and trustworthy, developing positive relationships with staff

## EXPERIENCE AND KNOWLEDGE

- Proven experience as an administration assistant
- Some knowledge of general administration tasks in relation to a Christian college
- Some knowledge of school systems
- Knowledge of WHS requirements

## DESIRABLE CHARACTERISTICS

### Qualifications

- Certificate or Diploma level qualifications in administration

### Skills and Abilities

- Outstanding organisation and interpersonal skills
- Competent use of Microsoft Suite of applications

### Personal Attributes

- Involvement in your local church

### Experience

- Previous experience in a similar role in a Christian school

## SPECIAL CONDITIONS

- Some out of hours work may be required

## WORK HEALTH AND SAFETY RESPONSIBILITIES – INCLUDE:

- Ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- Knowledge of and compliance with the College's WHS policies and procedures
- Compliance with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participation in relevant training and induction sessions as required by the College
- Reporting all incidents and/or potential hazards to the Administration Manager and property maintenance staff as soon as possible

## DECLARATION:

*I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.*

Authorised by (Principal): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by (Employee): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_