



Position Description

POSITION OVERVIEW			
POSITION TITLE	Administration Manager		
TIME ALLOWANCE	76 hours per fortnight (1.0FTE)		
COMMENCEMENT DATE	Updated August 2021	TENURE	Ongoing
REPORTS TO	The Principal	CLASSIFICATION	

GENERAL EXPECTATIONS

Blakes Crossing Christian College Administration Staff are employed as General Staff under the terms and conditions specified in the Christian Community Ministries Enterprise Agreement 2020 as amended from time to time. The Administration team 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 the College Code of Conduct, policy, rules and expectations.

POSITION SUMMARY

The Administration Manager is accountable to the Principal and in collaboration with the Principal has the prime responsibility of ensuring the effective operational management of the College. This includes overseeing the Human Resources, Finance, Grounds, WHS and Administrative functions of the College. The Administration Manager provides leadership and guidance to the Administration Team and is responsible for ensuring that policies, processes and procedures at Blakes Crossing Christian College are efficient, effective and compliant.

Key tasks include:

- Human Resources Management and Recruitment
- Liaison with CCM Central Office
- Government Reporting and Compliance
- Administrative Team oversight, leadership and development
- Work Health and Safety Compliance oversight

REPORTING/WORKING RELATIONSHIPS	<ul style="list-style-type: none"> • The Principal • The Leadership Team • The Administration Team
LINE MANAGEMENT RESPONSIBILITIES	<ul style="list-style-type: none"> • The Administration Team • The Grounds and Maintenance Team

DUTIES & RESPONSIBILITIES

College Leadership

- Contribute to Strategic Planning of the College, ensuring that the Administrative Team’s focus and processes are aligned to the strategic plan and vision of the College
- Represent the College in a professional manner at all times, in line with the Vision, Mission and Values of the College
- Build and maintain positive and professional relationships with colleagues, students, parents and the wider community
- Analyse and evaluate the impact and effectiveness of the Administration Team in relation to the current College Strategic Plan

Human Resources

- Staff planning and budgeting: work with the Principal to predict the annual staffing requirements and represent details accurately in the College budget in Ci Anywhere
- Recruitment of all new staff including advertising and coordination of interviews
- Contract creation and processing of all onboarding documentation for new staff
- Contract creation and adjustments for current staff as needed
- Staff inductions including WHS and training
- Provision of adequate resources such as IT equipment and system access, keys, security system access, stationery, name badge for all staff
- Ensure all timesheet and leave processing is accurate and verified
- Ensure all Human Resources record keeping requirements are fulfilled

Central Office Liaison

- Liaise with key teams from the CCM Central office to ensure that Blakes Crossing Christian College meets its requirements in the areas of
 - Payroll and Human Resources
 - Finance and Budgeting
 - Compliance and WHS training and auditing
 - Government Reporting
 - Ensuring all relevant data is stored in Edumate

- Ensure that the College staff are informed with Business, Finance, Insurance and Policy information dispersed by central office

Government Reporting

- Ensure all government reporting including Census, STATS, Student Background data and NAPLAN registration data is accurate and submitted by relevant due dates

Administrative Team oversight

- Provide Leadership and support to the Administration Team and Property Services at BCCC
- Oversee and understand all facets of the administration team functioning including Front Desk, Uniform Shop, Finance, First Aid, Edumate Reporting, Student Services, Marketing & Communications and Information Technology
- Liaise with team members to establish Position Descriptions for all roles and an annual Professional Management program including Key Performance Indicators
- Ensure adequate Professional Development opportunities are available to team members

Work Health and Safety: In collaboration with the BCCC Safety Advisor *(NB these duties will be the responsibility of the Safety Advisor as that role is developed)*

- Collaborate with central office to arrange Safety Site Reviews
- Ensure Risk Assessments are completed for events, excursions and activities undertaken by College personnel
- Deliver WHS Inductions and Training to staff annually & ensure compliance requirements are met
- Create, update and implement Emergency Management Plans and drills (Evacuations and Lock Ins)
- Ensure Incident Reports are completed and submitted in a timely fashion, providing follow up, where necessary

Other Duties:

- Provide event coordination and support for major events on site
- Attend College events and meetings as required
- Assist with planning, set up and clean-up of college events
- Undertake any other tasks as directed by the Principal

SKILLS & ABILITIES

- Excellent interpersonal skills to successfully engage a range of audiences including external stakeholders, College Leadership, CCM Central Office, teaching staff and parents
- The ability to lead and work cohesively as a member of a team
- A commitment to continuous improvement
- Excellent written and verbal communication skills, including report writing
- Strong customer service skills and an ability to stay calm in complex situations
- High level of problem-solving skills that support working in a dynamic and developing environment
- Ability to handle potentially sensitive issues and maintain confidentiality
- Current driver's license
- Must hold the following:
 - A current Working with Children Check
 - Provide First Aid (or willingness to be trained)
 - Mandatory Notification (RRHAN) certificate, for which the training was done less than three years ago (or willingness to obtain)

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 proven lifestyle as detailed in the CCM enterprise agreement, Code of Conduct and 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
- High level of discernment and empathy
- Open and approachable manner when relating to people of all ages and backgrounds
- Trustworthy and reliable
- Shows initiative

EXPERIENCE AND KNOWLEDGE

- Strong strategic and financial analysis skills and/or experience
- Experience in a leadership role, creating a cohesive and collaborative service-oriented team
- High degree of computer literacy including an extensive knowledge of the Microsoft Office Suite, in particular Word, Outlook and Excel
- Knowledge of Christian education
- Knowledge of budgeting principles

DESIRABLE CHARACTERISTICS

Qualifications

- Tertiary qualifications in Business or Administration

Skills and Abilities

- Outstanding organisation and interpersonal skills
- Data and statistical analysis skills

- Understanding of Fair Work Australia and other Human Resources policies

Personal Attributes

- Involvement in a leadership role in your local church
- Positive, 'can do' attitude to challenges and changes

Experience

- Previous experience in a similar role in a school

SPECIAL CONDITIONS

- Some out of hours work will be required
- Some inter/intra state travel 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 Safety Advisor and Property Services Team as soon as possible

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: _____