



Job & Person Specification: Administration Support Officer

Position Details

REPORT TO:	ELC Executive Director
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 1

Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools and ELCs.

The Administration Support Officer position is based at Sunrise Christian School Early Learning Centres and is accountable to the ELC Executive Director.

Position Overview

Position Summary	The ELC Administration Support Officer is responsible for providing a range of support services to the ELC Executive Director and ELC Directors.
Reporting / Working Relationships	- Administration Support Officers are accountable to and under the direction of the ELC Executive Director or delegate. - Administration Support Officers should maintain and foster positive relationships with all staff.

Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS
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Tasks	• Liaise with families and outside agencies under the direction of the ELC Executive Director or delegate. • Support to ensure that the services exceed quality assurance requirements. • Record management including archiving. • Assist with policy reviews and update on SharePoint and Storypark. • Liaise with marketing plans and actions including social media posts. • Preparation of enrolment packs and update as required. • Preparation of induction handbooks and update as required. • Update and track immunisation records. • Add new enrolments to Enquiry tracker. • Provide support for projects and strategic plans as required. • Support with staff leaving procedure. • Name badge and staff uniform ordering. • Edit and proofread documents as required. • Assist in various applications. • Assist in the preparation of Graduation certificates. • General administration duties as required. The position will be reviewed as the role changes and will be appraised on a regular basis.
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Person Specification

Essential Minimum Requirements

Qualifications	• While no formal qualifications are required, relevant experience will be highly regarded.
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Compliance	The following mandatory training and certifications are required: • A current satisfactory WWCC (Working with children check) will be required at commencement of employment. • Proof of completion of Responding to Risks of Harm, Abuse & Neglect will be required at commencement of employment. • Sexual Harassment Awareness Training. • Protective Practices Training. • First Aid and CPR certificates.
Experience	• Demonstrated experience in an administrative role. • Experience working as part of a team.
Knowledge	• Knowledge of administration systems and processes. • Sound knowledge of general administrative functions.
Skills & Abilities	• Excellent interpersonal and communication skills to successfully engage a range of stakeholders. • The ability to work as a member of a team in a manner that fosters the support and co-operation of team members. • The ability to complete variable workloads to a high standard and to imposed deadlines. • High level of proficiency and application in the use of Word and Excel. • Ability to work autonomously once tasks are delegated. • Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks. • The ability to work with all levels of staff and management. • Ability to deal with difficult families in a calm and patient manner.
Personal Attributes	• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • A mature faith and active involvement in a local church.



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	• A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.
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Desirable Characteristics

Experience	• Previous experience in Early Childhood Education would be advantageous.
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The requirements of this job and person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job and person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The ELC Executive Director may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by:  Date _____
Executive Director Sunrise Christian School ELC

Accepted by: _____ Date _____
Applicant