



POSITION DETAILS

REPORT TO:	Principal
FTE:	0.4 FTE
CLASSIFICATION LEVEL:	Grade 3/4 commensurate with qualifications & experience

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, international schools, and ELCs.

The Governance Secretary position is based at the Kings Park office and is accountable to the Manager Corporate Services.

POSITION OVERVIEW

Position Summary	<p>The role of the Governance Secretary is to assist the organisation to function smoothly and efficiently through structured processes and clear and well-maintained communication lines.</p> <p>The Governance Secretary will report to and be responsible to the ACS CEO.</p>
Reporting / Working Relationships	<ul style="list-style-type: none"> The Governance Secretary should maintain and foster positive relationships with all staff and stakeholders within the ACS Community.
Special Conditions	<ul style="list-style-type: none"> Some out of hours work will be required Drivers licence and own vehicle required



KEY RESPONSIBILITIES

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CEO Support	<ul style="list-style-type: none"> • Prepare the CEO reports to ACS Boards and Committees including proof-reading and distribution to members in accordance with corporate standards and deadlines. • Facilitation of international travel visas and freight as directed and itinerary preparation & distribution • Provide support in CEO Credit Card management • Other administrative duties as required
Boards & Committees	<ul style="list-style-type: none"> • Manage and effectively utilise board management software. • Organise meeting appointments with members. • Organise venue requirements including hospitality. • Prepare and distribution of Agenda and documents. • Prepare and oversee reports including proof-reading and adherence to corporate standards and protocols. • Take minutes at Committees and Board Meetings. • Ensure minute recording is in accordance with corporate standards. • Preparation, distribution and record management of minutes. • Manage board compliance requirements including individual board member compliance. • Support Board Chair and Committee Chairs. • Preparation of annual association returns. • All other tasks as required.
Senior Management Team (SMT)	<ul style="list-style-type: none"> • Support SMT to review, proof and amend organisational documentation for approval. • Administrative and meeting support as requested.
Adelaide Christian Schools (ACS)	<ul style="list-style-type: none"> • Manage and effectively utilise board management software. • Coordinate Policy review timetables. • Manage board compliance requirements including individual board member compliance.



	<ul style="list-style-type: none"> • Manage and create Board and school calendars for meetings. • Develop, proofread, design and prepare annual report for compliance purposes using InDesign software. • Manage AGM process for every entity. • Manage functions and events when required. • Tasks as requested by Board Chair, CEO & Manager Corporate Services.
ACS Policy Database	<ul style="list-style-type: none"> • Manage database of all ACS Governance level Policies including administration of review requirements, updating of records, ensuring consistency with corporate standards and styles, reporting and approval to Board of new and amended policies. • Manage Storage and distribution of ACS governance level Policies to School Leaderships.
ACS, ACS Alumni and Foundation Marketing	<ul style="list-style-type: none"> • Manage and coordinate the development and updating of the ACS website while working with the Marketing Coordinator.
Other	<ul style="list-style-type: none"> • Other duties as required. • The position will be reviewed annually.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none"> • A recent National Police Clearance Check, or willingness to obtain one. • A current satisfactory WWCC (Working with children check) will be required at commencement of employment. • Proof of completion of or willingness to complete Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC) training.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills to successfully engage a range of stakeholders. • Ability to offer excellent customer service • The ability to work as a member of a team in a manner that fosters the support and co-operation of team members.



	<ul style="list-style-type: none"> • The ability to complete variable workloads to a high standard and to imposed deadlines. • 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 challenging clients in a calm and patient manner.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • 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. • 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.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working in a similar governance or senior secretarial role. • Proven experience in completing administrative tasks with a high degree of accuracy and to a high standard. • Experience in working within time constraints and meeting required deadlines • Experience in working and collaborating with different personalities to ensure directives and outcomes are communicated and achieved as required.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge or understanding of board governance compliance requirements will be highly regarded.

DESIRABLE CHARACTERISTICS

QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor of Education or equivalent experience will be advantageous. • A relevant tertiary qualification will be highly regarded.
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SKILLS & ABILITIES	<ul style="list-style-type: none"> • Proven experience and sound knowledge of InDesign software will be highly regarded.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Willingness to occasionally travel to the regional schools and other locations as necessary.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in a similar governance role in school, educational or not-for-profit environment would be an advantage. • Previous experience working with a geographically dispersed workforce
KNOWLEDGE	<ul style="list-style-type: none"> • Working knowledge of Boardable, board management software would be an advantage.

The requirements of this job & 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 & 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 Manager Corporate Services 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: _____
Manager Corporate Services

Date _____

Accepted by: _____
Applicant

Date _____