SUNRISE Christian School

Job & Person Specification: Office Assistant

Position Details

REPORT TO:	Principal
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, international schools, and ELCs.

The Office Assistant position is based at Sunrise Christian School and is accountable to the Office Manager.

Position Overview

Position Summary	The Office Assistant will take direction from the Office Manager to provide an administrative service contributing to the effective operation of the school. Primarily the Office Assistant is responsible for ensuring that all student needs are attended to and that the office administrative requirements are completed in a timely and accurate manner. The Office Assistant has excellent interpersonal skills and an ability to work with a range of stakeholders within a team context.
Reporting / Working Relationships	The Office Assistant is accountable to and under the direction of the Office Manager or delegate and works closely with school staff, students and parent volunteers.

	• The Office Assistant should maintain and foster positive relationships with all staff.
Special Conditions	• Some out of hours work may be required.

Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS

Administrative Tasks	Under direction of the Office Manager or delegate you will have responsibility for and delivery of the following key tasks:
	• Front Office support including answering phone calls, serving, sorting mail, and greeting visitors.
	• Administrative support that may include assistance with:
	  ○ School assemblies
	  ○ Certificates and awards
	  ○ Compliance administration
	  ○ Term & key lists
	• Assist with general administrative tasks including archiving, photocopying, report envelopes and labels and proofreading letters.
	• Ordering or purchase of stationery and other supplies as needed.
	• Parent group support including lunches, meetings, fundraisers.
	• Other duties as required or agreed.

Communication	• Assist with communications including attendance and UV alerts and social media content. • Schoolstream (app) updates.
Events	The Office Assistant will be required to assist in the organisation of special events and functions with catering and administration support as directed by the Office Manager.

	This will include working collaboratively with and engaging Parent Group and class representatives. • The Office Assistant may be requested to attend school events, with some occurring out of normal school hours. Any additional hours worked outside the scope of normal hours will be remunerated accordingly as approved by the Principal.
Student Service	Under direction of the Office Manager or delegate, the Office Assistant may be required to assist in maintaining and delivery of the following Student Services and Welfare requirements: • Assist to provide the physical, social, cultural, and emotional well-being and physical safety of students whilst at school. • Understand and adhere to privacy & child protection requirements • Attending to student needs as required. The Office Assistant may be required to assist the Office Manager to provide an adequate first aid service to all students and staff to whom we have a duty of care. This includes: • Attending to First Aid requirements. • Monitoring of students who are unwell and communication with their caregivers. • Administering and monitoring authorised medications for students. • Assisting in maintaining the first aid register. • Assisting in maintaining first aid bags for camps, excursions & yard duty.

Person Specification

Essential Minimum Requirements

Qualifications	• While no formal qualifications are required, relevant experience will be highly regarded.
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	• Experience in general office administration. • Experience in fostering and maintaining positive relationships with all stakeholders within an office and /or school environment.
Knowledge	• Good knowledge of administration systems, processes and functions.
Skills & Abilities	• Excellent verbal and written communications skills. • The ability to interact with children, parents and staff in a positive, sensitive and respectful manner. • The ability to work as a member of a team in a manner that fosters the support and co-operation of team members. • Ability to prioritise and take a proactive and flexible approach to tasks. • Excellent administrative skills. • Strong working knowledge of Microsoft Office and Apple computers.
Personal Attributes	• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.

	• 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.

Desirable Characteristics

Qualifications	• Post-Secondary qualification in Business Administration or similar discipline.
Experience	• Previous experience in an administration role particularly in a school or not-for-profit organisation would be an advantage. • Experience in working with children.
Knowledge	• Knowledge of the Sunrise School community. • Knowledge of the operation of a Primary and Secondary Educational Facility.

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 Principal 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 _____
Principal Sunrise Christian School

Accepted by: _____ Date _____
Applicant