



Position Details

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 2

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

Position Overview

Position Summary

The Office Assistant will take direction from the Office Manager to assist in providing a comprehensive and professional administration service within the school to support our staff, students, and families.

Primarily the Office Assistant is responsible for ensuring that student needs are attended to and that the office administrative requirements are completed in a timely and accurate manner.

The Office Assistant will be required to have excellent interpersonal skills and a substantial knowledge and understanding of the administrative and curriculum activities operating within the school.



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 all or some of the following key tasks: • Provide a professional and efficient front of house service in answering phone calls, serving, sorting mail, and greeting visitors • Administrative support for school assemblies including certificates and awards and bookings. • Assist with compliance administration including Material Safety Data Sheets and volunteer compliance using SMO as directed. • Staff-related administration including key register, and class lists. • Maintain staff lists • Ordering or purchase of stationery and other supplies as needed. • Parent group support including lunches, meetings and fundraisers. • Administration support in the preparation and distribution of student reports. • School photos administration. • Assist with administration and organisation of Parent-Teacher Interviews.



	• General administrative tasks including archiving, photocopying, report envelopes and labels, and proofreading. • Creating & monitoring Jotforms. • Keeping evacuation plans and maps up to date. • Assist with organisation and administration related to fire drills and lockdown procedures. • Undertake Fire Warden training. • MDS Register • Staffroom kitchen cleaning in collaboration with all staff. • Organisation of coffee van and baristas. • Bookings for excursions, events, and assemblies. • Photocopier and coffee machine maintenance. • Offsite shopping and mail collection. • Other duties as required or agreed.
Communication	• Communications including attendance, UV alerts, social media content, and event advertising. • Facebook posts • School Stream updates if required • Event photos • Communication regarding health care plans and expiries • Liaison with Parent Groups
Office Manager Support	The Office Assistant will support the Office Manager and Principal with administration tasks as required and may include: • Attending meetings and minute taking if required. • Preparing and distributing correspondence as required. • Assisting with new staff onboarding and induction. • Assisting with TRT staff in the mornings.



	Any other tasks as directed.
Student Service & Welfare	Under direction of the Office Manager, the Office Assistant will assist in maintaining and delivery of the following Student Services and Welfare requirements: - 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 including when preparing or using Marketing materials - Attending to student needs as required. It is the responsibility of the Office Assistant 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 the maintenance of student health plans. - Assisting in maintaining the first aid register. - Assisting in maintaining first aid bags for camps, excursions & yard duty. - Assist with completion of Incident reports for staff and students. - Cleaning of physical environments after events requiring first aid
Enrolments / Registrar	The Office Assistant will support the Office Manager to respond to all enrolment enquiries in a positive and friendly manner and to ensure that prescribed school processes and guidelines are completed including: - Transferring student applications to FACTS Schools. - Assist recording Diverse Education paperwork from professionals. - Entering changes into the relevant database.

	• Assist Office Manager to make enrolment interview appointments. • Preparation of prospectus packs. • Assist with second hand Uniform sales & receipting.
Events	The Office Assistant will be required to run or 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 Groups and Class representatives. It will be an expectation that the Office Assistant will attend all such events, with some occurring out of normal school hours unless specifically advised by the Principal. Any additional hours worked outside the scope contracted hours will be remunerated accordingly as approved by the Principal.

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 • Current First Aid and CPR Certificates



Experience	• Previous experience working in an office or reception environment. • 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	• Highly developed interpersonal, verbal, and written communication 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 all team members. • Ability to work autonomously once tasks are delegated. • Maintaining a high level of confidentiality. • Ability to prioritise, demonstrate initiative, and take a proactive and flexible approach to tasks. • Excellent administrative skills. • Proficiency in the use of Microsoft Office.
Personal Attributes	• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • An 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.
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Desirable Characteristics

Qualifications	• Post-Secondary qualification in Business Administration or similar discipline.
Experience	• Previous experience in a similar role, particularly in a school or a not-for-profit organisation would be an advantage. • Experience in working with children. • Experience in the use of Enquiry Tracker, SMO, FACTS School, School Stream or other school specific software.
Knowledge	• Knowledge of the administration operational requirements of a primary and / or secondary Educational facility will be highly regarded. • Knowledge of the Sunrise School community.
Personal Attributes	• Leadership experience or involvement in a local church.

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 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