



POSITION DETAILS

REPORT TO:	Principal
FULL TIME EQUIVALENT:	0.958 FTE – 37.5 hours per week / 46 weeks per year
CLASSIFICATION LEVEL:	Grade 4

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 Early Learning Centres.

The Office Manager position is based at the Whyalla school and is accountable to the Principal.

POSITION OVERVIEW

Position Summary	<p>The Office Manager will exercise significant initiative, discretion and expertise in leading a team and managing the administration function of the School and ensuring student needs are attended to. The Office Manager will be required to possess highly developed interpersonal skills and will provide supervision to office administration staff with professional leadership, direction and guidance.</p> <p>Working with a high degree of autonomy to manage and coordinate programs and work requirements within staffing constraints and deadlines, the Office Manager will be required to have substantial knowledge and understanding of the administrative and curriculum activities operating within the school.</p>
Reporting/Working Relationships	<p>The Office Manager should maintain and foster positive relationships with all staff including:</p> <ul style="list-style-type: none"> • The Principal • Teaching, Administration & Property Services staff • Corporate services staff • ACS staff and Board members
Special Conditions	<ul style="list-style-type: none"> • Some out of hours work may be required with approval from the Principal.



KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
Tasks	<p>The Office Manager will have responsibility to provide and ensure all administrative duties are executed to the highest standard and will manage and delegate the various administrative tasks as required.</p> <p>Adhering to all relevant school policies, procedures and WHS requirements the Office Manager will lead the team to deliver the following key tasks:</p> <ul style="list-style-type: none"> • All administration requirements <ul style="list-style-type: none"> ○ Parent communications ○ Staff Rostering including movements / replacements (TRT bookings) for payroll purposes ○ Visitor management ○ Workplace Health & Safety (WHS) requirements • Leadership support • Supporting student needs including first aid and assisting with behaviour management as required • Enrolments / Registrar duties • Volunteer coordination • Bus and Cleaning coordination • Event management coordination • Management of archive processes & procedures of all school records • Maintain a working knowledge of the OSHC service • Assist to support & direct Property Services staff in school maintenance & improvement tasks using UpKeep. <p>Delivering the above tasks, the Office Manager will also:</p> <ul style="list-style-type: none"> • Participate in the collaborative development and evaluation of office processes and procedures. • Establish and maintain appropriate interpersonal relationships between the school and community in accordance with the school's policies and ethos.
Administration	<p>Within the context of the role described above, the Office Manager will be required to apply appropriate knowledge and experience for the delivery of the following key administration tasks:</p> <ul style="list-style-type: none"> • Communication with families using various modes including digital technology



	<ul style="list-style-type: none"> • Provision of office supplies, organising the repair and maintenance of office equipment and ordering furniture as directed. • Maintain a welcoming and well-presented front office environment. • Management of incoming phone calls and effective communications service provision • Visitor management • Participating in WHS meetings, evacuation plan updates, fire drill & lockdown procedures and WHS audits as required in accordance with school policies & procedures • Finance tasks including: <ul style="list-style-type: none"> ○ Management of the administration budget ○ End of month checking ○ Receipting of payments received ○ Finalising payment & receipts batches ○ Review finance reporting from faculties ○ Banking requirements & reconciliation of cash transactions • Management & maintenance of archive register for all school records according to AISSA recommendations and record keeping principles for non-government schools. • Management, compilation, and distribution of yearly and term calendar of events • Assist Principal with Temporary Relief Teaching (TRT) bookings as directed, staff leave applications & rostering using Roubler • Assist Principal with new staff onboarding and induction • Management and booking of the bus service • Maintaining cleaning contracts as applicable • Using Jotforms to create contracts, consent forms and other documentation. • Coordinate with the Marketing team to provide information including: <ul style="list-style-type: none"> • Managing School Stream • Managing School photos & permissions • Social Media / Website communications • Liaising with Accounts Receivable Officer at Corporate Services in relation to school fee and other payments received to provide reports and services as required.
<p>Management of Administration Staff</p>	<ul style="list-style-type: none"> • The Office Manager will provide management, guidance and direction in coordinating the activities of



	<p>the Office Assistant/s including task allocation, prioritising work, delegating & assigning responsibility and ensuring work is performed to a high standard.</p> <ul style="list-style-type: none"> • Work with staff to identify training requirements and liaise with the Principal to provide appropriate and effective professional development opportunities. • Assist Principal in the management of administration staff including any performance issues.
<p>Leadership support</p>	<p>The Office Manager will also act as Personal Assistant to the Principal. This role will require a high level of confidentiality including recognising when information acquired should remain confidential. This support will include the following tasks:</p> <ul style="list-style-type: none"> • Screening of incoming telephone calls and visitors • Scheduling appointments and calendar organisation • Attending meetings and minute taking as required • Prepare and distribute correspondence as required • Any other tasks as directed
<p>Student Services, Welfare & First Aid</p>	<p>The Office Manager will be responsible for managing, maintaining, and ensuring the delivery of the following Student Services and Welfare requirements:</p> <ul style="list-style-type: none"> • Assist to provide physical, social, cultural and emotional well-being and physical safety of students whilst at school • Updating and maintaining student attendance records & associated tasks • Understanding of and adherence to privacy & child protection requirements including Marketing materials • Support the Teaching faculty in the delivery of effective behaviour management practices. <p>It is the responsibility of the Office Manager to ensure an adequate first aid service is provided by administration staff and designated first aid officers to all students and staff to whom we have a duty of care. This includes:</p> <ul style="list-style-type: none"> • Attending to First Aid requirements • Monitoring of students who are unwell and communication with their caregivers. • Administering and monitoring authorised medications for students • Maintenance of student health plans • Maintain first aid register



	<ul style="list-style-type: none"> • Maintain first aid bags for camps, excursions & yard duty. • Completion of Incident reports for staff and students and an understanding of workplace injury processes & procedures for staff.
Enrolments / Registrar	<p>It is the responsibility of 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:</p> <ul style="list-style-type: none"> • Accurate recording of enquiries and enrolments using Enquiry Tracker • Booking interview appointments with Principal • Schedule & facilitate enrolment meetings with families • Coordinating and booking readiness for school assessments with prospective students & perform other admin enrolment tasks as required • Preparation of prospectus packs • Maintaining class lists & other reporting as required • Coordinating Orientation Day with the Principal
Volunteer Management	<ul style="list-style-type: none"> • Use of School Management Online (SMO) system to onboard, manage and maintain Volunteer details and compliance. • Volunteer induction • Manage and maintain an effective communication strategy with all volunteers
Event Management	<p>The Office Manager is responsible to oversee the organisation of special events, functions and catering on behalf of the Principal, including working collaboratively with and engaging Parent Groups and Class representatives.</p> <p>It will be an expectation that the Office Manager attend all such events, with some occurring out of normal school hours, unless specifically advised by the Principal.</p>

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none"> • Up to date Responding to Risk of Harm, Abuse and Neglect - Education and Care training (RRHAN-EC)
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	<ul style="list-style-type: none"> • Current Working with Children Check (WWCC) issued by Department of Human Services Screening (DHS) Unit. • Protective Practices training • Current First Aid qualification (HLTAID012 – Provide First Aid in an Education & Care Facility) or equivalent • Post-Secondary qualification in Business Administration or similar discipline will be highly regarded
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Highly developed interpersonal, verbal and written communication skills • The ability to interact with all stakeholders in a positive, sensitive and respectful manner • Ability to manage staff and delegate tasks as required • The ability to lead and 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 while maintaining a high level of confidentiality • Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks • Excellent administrative skills are essential • Proficiency in the use of Microsoft Office
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 and managing an office or reception environment • Extensive experience in general office administration • Experience in managing and coordinating administrative requirements within a team. • Proven experience in fostering and maintaining positive relationships with all stakeholders.




KNOWLEDGE	<ul style="list-style-type: none"> • Sound knowledge of administration systems, processes and functions • Knowledge of WHS requirements in the workplace
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DESIRABLE CHARACTERISTICS

QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or higher qualification in Business Administration or Management or similar discipline
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Proven ability to manage staff would be advantageous but not essential.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Leadership experience or involvement in a local church
EXPERIENCE	<ul style="list-style-type: none"> • 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 or other school specific software.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the administration operational requirements of a primary and / or secondary Educational facility will be highly regarded. • Knowledge of the Sunrise School community • Knowledge of WHS

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 relevant 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 Whyalla

Accepted by: _____ Date _____
Applicant