



EXECUTIVE ASSISTANT

Adelaide Christian Schools is a Governing Body overseeing a number of schools and early learning centres, both nationally and internationally. These include Sunrise Christian School Early Learning Centres, Sunrise Christian School, Sunrise Christian School Whyalla, Temple Christian College, Discovery Christian College in Australia, as well as Sunrise Bethel Christian School, PNG and Faith Christian School in the USA. The ELCs and schools are co-educational Christian Schools operating in eleven locations with approximately 2500 students that aim to provide training in Godly character and academics from a Biblical perspective.

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.

Each School is managed by a Principal, assisted by Campus Principals. Our ELCs are managed by a Regional Director who is assisted by an ELC Director at each location.

The Board have appointed a Chief Executive Officer (CEO) to provide leadership to the Senior Management Team (SMT) of the schools and early learning centres under the banner of Adelaide Christian Schools (ACS).

The primary corporate service functions of ACS are based at the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and the co-location of finance and administration staff enables the Manager of Corporate Services and Manager of Corporate Finance to work closely together in a team environment which supports Senior Management, the School and ELC Board, the SMT and the strategic direction of ACS.

The Executive Assistant is employed by Adelaide Christian Schools as a member of the Corporate Services Team and is accountable to the CEO.



JOB SPECIFICATION

OVERVIEW

The Executive Assistant reports directly to the CEO. They are responsible for:

- Providing a high level of support to the CEO in the secretarial and administrative functions of the ACS Community of Schools Boards and its Committees.

The position is a 0.5 FTE and will be classified at Grade 4.

KEY RESPONSIBILITIES

CEO SUPPORT

- Preparation of the CEO reports to ACS Boards and Committees including proof reading and distribution to members in accordance with corporate standards and deadlines
- Preparation of international travel visas and international freight as directed.
- Coordinate and prepare local travel and hospitality as required.
- Process all CEO communication including mail, phone calls, taking appropriate action, distribution, replies and record keeping.
- Other administrative duties as required to support the CEO.

SECRETARIAL OF BOARDS & COMMITTEES

Prepare Board/Committee Agenda including;

- Organising meeting appointments with members
- Organising venue requirements including hospitality
- Preparation and distribution of Agenda and documents
- Prepare and oversee reports including proof reading and adherence to corporate standards and protocols
- Taking of minutes at Committees and Board Meetings
- Ensure minute recording is in accordance with corporate standards
- Preparation, distribution and record management of minutes
- Development, implementation of Governance database for record keeping and archiving of reports, minutes, resolutions to a high standard
- Preparation of annual association returns.

SECRETARIAL OF SMT

Prepare Agenda as instructed by CEO including;

- Organising meeting appointments with members
- Organising venue requirements
- Preparation and distribution of Agenda
- Prepare and oversee reports including proof reading and adherence to corporate standards and protocols
- Taking of minutes at SMT Meetings
- Actions and follow-up of actions as instructed by CEO

ACS POLICY DATABASE

- Manage database of all ACS 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.
- Distribution of ACS Policies to School Leaderships



ACS, ACS ALUMNI AND FOUNDATION MARKETING

- Manage and coordinate the development and updating of the ACS website.
- Manage and coordinate the ACS Alumni database, ACS magazine and ACS social media
- Manage and coordinate the CE Foundation communication and marketing.
- Manage and coordinate the International School Social Media content and communication

The position will be reviewed as the roles change and will be appraised on a regular basis.

Approved _____

Date _____

CEO - Signature

Approved _____

Date _____

Applicants Signature



PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

An appropriate tertiary qualification in Governance or Administration OR be studying towards achieving such qualifications.

SKILLS / ABILITIES

- High level of interpersonal and communication skills to successfully engage a range of stakeholders.
- The ability to work with all levels of staff and management.
- 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 Apple Macs, Microsoft Office including Word, Excel, Outlook, InDesign, website and database software.
- Ability to work autonomously once tasks are delegated.
- Well developed administrative and secretarial skills.
- High level of time management skills.
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.

PERSONAL ATTRIBUTES

- An on-going 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 life style founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A willingness to affirm the foundation statements, principles and culture declared by Sunrise Early Learning Centres
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community
- An on-going commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre

EXPERIENCE

- Recent experience in a role as a Executive Assistant.
- Experience with the Apple Mac's, Microsoft Office suite of software packages and an ability to develop skills in database management.
- Experience in School environment/community.

KNOWLEDGE

- Sound knowledge of the operation of a Primary and Secondary Educational Facility.
- Strong knowledge of secretarial and governance procedures and practises.