



## **JOB AND PERSON SPECIFICATION**

### **OFFICE MANAGER MARION**

#### **SUNRISE CHRISTIAN SCHOOL**

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA.

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 Schools are separately registered and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by a Regional Director, reporting to the CEO, who is assisted by a Director at each location.

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 Board and the strategic direction of ACS.

#### **Head Office**

Suite 6,  
2-4 Henley Beach Road  
Mile End, SA 5031  
ABN 80 961 871 513

P 08 8405 0950  
E [info@sunrise.sa.edu.au](mailto:info@sunrise.sa.edu.au)  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

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#### **Fullarton Campus**

95 Wattle Street  
Fullarton, SA 5063  
P 08 8179 2700

#### **Paradise Campus**

4 Crowle Road  
Paradise, SA 5075  
P 08 8337 2966

#### **Morphett Vale Campus**

70-74 Pimpala Road  
Morphett Vale, SA 5162  
P 08 8322 7279

#### **Marion Campus**

286 Sturt Road  
Marion, SA 5043  
P 08 8296 3761

#### **Naracoorte Campus**

72 Old Caves Road  
Naracoorte, SA 5271  
P 08 8762 4233



## JOB SPECIFICATION

### OVERVIEW

The Office Manager is accountable to the Principal for ensuring the effective and efficient management of the School Administration Office by managing and coordinating the administrative requirements and associated non-teaching staff resources which contribute to the effective operation of the school.

Primarily the incumbent is responsible for ensuring that all student needs are attended to, that the office administrative requirements are completed in a timely and accurate manner and that the staff supervised are provided with professional leadership, direction, guidance and training. The incumbent has a high degree of autonomy in the way required activities are managed and coordinated, programs the required work functions within staffing constraints, and makes independent decisions relating to office management situations.

The incumbent has a high level of interpersonal skills and a substantial knowledge and understanding of the administrative and curriculum activities operating within the school.

The Office Manager works for 37.5 hours per week for 43 weeks of the year.

## KEY RESPONSIBILITIES

### Personal assistant to the Principal

The office manager provides assistance to the Principal by screening all telephone calls and visitors to the Principal within prescribed guidelines. They manage the Principals appointments and assist with correspondence as required.

A high level of confidentiality is required for this role and the incumbent must be able to recognise when information acquired as part of the role should not be shared.

### Administration

The incumbent is responsible for ensuring that the administrative requirements associated with the effective operation of the Office are completed in a timely and efficient manner.

The office manager provides a service to the school community by ensuring that all enquiries are dealt with in a friendly and efficient manner. They will also ensure

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effective communication with the school community is maintained via the communication methods prescribed by the school.

The incumbent ensures that the clerical tasks associated with managing the school are completed including correspondence, student data, student medical information and information required by the Central Administration Office.

Banking requirements for the school are overseen by the Office Manager including the reconciliation of petty cash and other cash transactions.

The Office Manager is responsible for the administration budget and ensures supplies needed are ordered and received in a timely manner. They are also responsible for organising the repair and maintenance of office equipment.

### **Registrar duties**

The Office Manager responds to all enrolment enquiries in a positive and friendly manner. They ensure that the prescribed process is adhered to and completed within the school guidelines.

### **Student Services**

It is the responsibility of the Office Manager to ensure an adequate first aid service is provided to all students to whom we have a duty of care. This includes the monitoring of students who are unwell and the communication with their caregivers.

The Office Manager is responsible for monitoring student behaviour and taking appropriate action through the Principal, in accordance with child protection requirements.

### **Management of staff**

The Office Manager will provide guidance and direction in coordinating the activities of the Office Assistant/s including prioritising work, delegating/assigning responsibility and ensuring work is performed satisfactorily within a safe work environment.

### **Event Management**

The incumbent is responsible for organising special events, functions and catering on behalf of the Principal, including working collaboratively with and engaging Parent Groups and Class representatives.

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

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Approved \_\_\_\_\_ Date \_\_\_\_\_  
**Principal Sunrise Christian School - Signature**

Approved \_\_\_\_\_ Date \_\_\_\_\_  
**Applicants Signature**

**PERSON SPECIFICATION**

**ESSENTIAL MINIMUM REQUIREMENTS**

**EDUCATIONAL QUALIFICATIONS**

- Must have completed the 'provide an emergency first aid response in an education and care setting' first aid course.
- Child safe environment training certificate

**SKILLS / ABILITIES**

- Excellent interpersonal and communication skills to successfully engage with persons from a wide variety of backgrounds.
- The ability to work with all levels of staff and management.
- High level of confidentiality
- 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.
- High level of proficiency and application in the use of Microsoft Office and other commonly used computer applications
- Ability to work autonomously once tasks are delegated.
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.





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**PERSONAL ATTRIBUTES**

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour.
- 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 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**

- Experience in managing an office or reception environment
- Experience in general administration.
- Experience in coordinating a team and or managing the duties of team members.
- Experience in working as part of a team.

**KNOWLEDGE**

- Knowledge of the Sunrise School community
- Knowledge of administration systems and processes
- Sound knowledge of general administrative functions

**DESIRABLE CHARACTERISTICS**

**KNOWLEDGE**

- Knowledge of the operation of a Primary and Secondary Educational Facility.

**EXPERIENCE**

- Previous experience in a school assistant role would be an advantage. Experience in working with children
- Experience in the use of Microsoft Office software.
- Experience in the use of PC School or other school based software

The successful applicant will need a current driver's license and their own car.