



SUNRISE
Christian School

Head Office
Level 2
305 Goodwood Road
Kings Park, SA, 5034
08 8465 6000
www.sunrise.sa.edu.au

JOB AND PERSON SPECIFICATION

OFFICE ASSISTANT

SUNRISE CHRISTIAN SCHOOL

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.

JOB SPECIFICATION

OVERVIEW

The Office Assistant is responsible for:

- Assisting the Office Manager to provide administrative services to the school community
- Assisting in the provision of first aid to students and staff
- Providing educational services support to teachers as required.

KEY RESPONSIBILITIES

ADMINISTRATION DUTIES

The Office Assistant is required to

- Provide general receptionist duties including answering the telephone and relaying messages
- Answer enquiries from the school community and visitors
- Deal with incoming and outgoing mail
- Work within School policies and procedures in dealing with all members of the school community and their requirements
- Assist with data entry as required
- Prepare the banking for the Office Manager
- Upload data to the school app and Facebook page as required
- Assist the Office Manager to provide general administrative support to the school community as required
- Assist with school events including some that are held outside normal working hours
- Participate in professional development as advised by the Principal
- Provide assistance to student care givers with uniform requirements including provision of uniforms to try on and online ordering of student uniforms.

Sunrise Christian School
Fullarton
95 Wattle Street
Fullarton, SA 5063
08 8465 6001

Sunrise Christian School
Paradise
4 Crowle Road
Paradise, SA 5075
08 8465 6002

Sunrise Christian School
Morphett Vale
70-74 Pimpala Road
Morphett Vale, SA 5162
08 8465 6003

Sunrise Christian School
Marion
286 Sturt Road
Marion, SA 5043
08 8465 6004

Sunrise Christian School
Naracoorte
72 Old Caves Road
Naracoorte, SA 5271
08 8465 6005

Sunrise Christian School
Whyalla
2 Sunrise Lane
Whyalla, SA 5608
08 8465 6006



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STUDENT SERVICES

The Office Assistant is required to

- Contribute to the care, wellbeing and safety of all students by administering first aid, supervising unwell students and communicating effectively with their care givers
- Monitor and guide student behaviour in accordance with school policies and procedures.

EDUCATIONAL SERVICES SUPPORT

The Office Assistant is required to

- Assist the teacher by working alongside individual students in the classroom as directed by the teacher
- Supervise individual testing or listen to reading
- Assist the teacher by working with a small group of students within the classroom as directed by the teacher
- Assist the teacher by working with a small group of students within the classroom providing extension activities organised by the teacher.
- Supervise testing, group reading or problem-solving activities
- Create learning resources as required and directed by the teacher
- Assist the teacher by setting up displays in the classroom
- Assist the teacher with marking
- Assist the teacher with photocopying
- Assist the teacher with supervision of designated activities within the curriculum.

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 _____
Applicant's Signature





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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

- Senior First Aid certificate
- Responding to Abuse and Neglect qualification
- Working With Children Check

SKILLS / ABILITIES

- Excellent verbal and written communications skills are required
- 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 work autonomously once tasks are delegated
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks
- Excellent administrative skills are essential
- Proficiency in the use of Apple computers and Microsoft Office
- The successful applicant will need a current driver's license and their own car.

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 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

- Previous experience working in an office or reception environment
- Previous administration experience and in working as part of a team.

KNOWLEDGE

- Knowledge of administration systems and processes
- Sound knowledge of general administrative functions.

OTHER CONDITIONS

- A current satisfactory DCSI Child Related Employment Check will be required before commencement of employment

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DESIRABLE CHARACTERISTICS

EXPERIENCE

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- Experience in working with children.

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