



**SUNRISE**  
Christian School

Head Office  
Level 2  
305 Goodwood Road  
Kings Park, SA, 5034  
08 8465 6000  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

**JOB AND PERSON SPECIFICATION**  
**GOVERNANCE SECRETARY**

**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 an Executive Director, reporting to the CEO, who is assisted by a Director at each location.

---

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



## JOB SPECIFICATION

### OVERVIEW

The role of the Governance Secretary is to assist the organisation to function smoothly and efficiently through structured processes and clear and well-maintained communication lines.

The Governance Secretary will report to and be responsible to the ACS CEO.

This is a 0.4 FTE position.

## KEY RESPONSIBILITIES

The Governance Secretary will be required to:

### CEO Support

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

### Secretarial of Boards & Committees

- Manage Boardable or its replacement.
- Organise meeting appointments with members.
- Organise venue requirements including hospitality.
- Prepare and distribution of Agenda and documents.
- Prepare and oversee reports including proof-reading and adherence to corporate standards and protocols.
- Take minutes at Committees and Board Meetings.
- Ensure minute recording is in accordance with corporate standards.
- Preparation, distribution and record management of minutes.
- Manage police checks and other relevant checks for board members.
- Support Board Chair and Committee Chairs.
- Preparation of annual association returns.

### Secretarial of Senior Management Team

- Prepare Agenda as instructed by CEO.
- 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**

- Management of Boardable.
- Policy review timetables.
- PNG Policy review timetables.
- Manage Board NCHC, WWCC, and Blue Card process.
- Manage and create Board and school calendars for meetings.
- Review, proofread and prepare annual report for compliance.
- Manage AGM process for every entity, including DCC.
- Manage functions and events when required.
- Tasks as requested by Board Chair and CEO.

**ACS Policy Database**

- Manage database of all Sunrise and 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.
- Manage Storage and distribution of ACS Policies to School Leaderships.

**ACS, ACS Alumni and Foundation Marketing**

- Manage and coordinate the development and updating of the ACS website while working with the Marketing Coordinator.

**Other Duties**

- Other duties as required.

The position will be reviewed annually.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
**ACS CEO - Signature**

Approved \_\_\_\_\_ Date \_\_\_\_\_  
**Applicant's Signature**

Head Office  
 Level 2  
 305 Goodwood Road  
 Kings Park, SA, 5034  
 08 8465 6000  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

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





**SUNRISE**  
Christian School

Head Office  
Level 2  
305 Goodwood Road  
Kings Park, SA, 5034  
08 8465 6000  
[www.sunrise.sa.edu.au](http://www.sunrise.sa.edu.au)

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

#### SKILLS / ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders.
- Ability to offer excellent customer service
- 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.
- Ability to work autonomously once tasks are delegated.
- Ability to prioritise, demonstrate initiative, and take a proactive and flexible approach to tasks.
- The ability to work with all levels of staff and management.
- Ability to deal with challenging clients in a calm and patient manner.

#### PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour.
- 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.
- A friendly disposition and a willingness to serve.

### DESIRABLE CHARACTERISTICS

#### EDUCATIONAL QUALIFICATIONS

- Bachelor of Education or equivalent experience will be advantageous.

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