



SUNRISE
Christian School
EARLY LEARNING CENTRES

SUNRISE CHRISTIAN SCHOOL EARLY LEARNING CENTRES

Administration Support Officer

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 (ELCs), Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School and Edai 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 ELCs are managed by an Executive Director who is assisted by an ELC Director at each location.

The primary corporate service functions of ACS are based at both our Goodwood Road office and the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and staff at the two locations work closely together in a team environment which supports Senior Management, the School Board, the ELC Board and the strategic direction of ACS.

The ELC Administration Support Officer is employed by Adelaide Christian Schools Early Learning Centres Inc. and is accountable to the ELC Director.

Corporate Services
Level 2, 305 Goodwood Rd,
Kings Park, SA 5034

P 08 8465 6000
E elc.info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Sunrise Fullarton ELC
95 Wattle Street,
Fullarton, SA 5063

P 0438 857 344
E fullarton.elc@sunrise.sa.edu.au

Sunrise Paradise ELC
4 Crowle Rd,
Paradise SA 5075

P 0409 568 982
E paradise.elc@sunrise.sa.edu.au

Sunrise Morphett Vale ELC
70-74 Pimpala Rd,
Morphett Vale SA 5162

P 0406 797 911
E morphettvale.elc@sunrise.sa.edu.au

Sunrise Whyalla ELC
2 Sunrise Lane,
Whyalla Norrie SA 5608

P 0477 123 559
E whyalla.elc@sunrise.sa.edu.au



JOB SPECIFICATION

OVERVIEW

The ELC Administration Support Officer is responsible for providing a range of support services to the ELC Director and Assistant Director.

KEY RESPONSIBILITIES

- Process Credit Cards and payments
- Preparation of New Enrolment Packs
- Assist in the processing of Universal Access Funding submissions
- Edit and proofread documents as required
- Assist in various applications
- Assist in the maintenance of the online Directors folder and Whyalla folders to ensure all documents are current, this includes but is not limited to fee letters, fee schedule, policies, ELC forms and CWA.
- Assist in the management of outstanding Debtors, including issuing reminder letters on behalf of the ELC Director
- Process and enter new enrolments
- Assist in supporting The Director and Assistant Director in administrative duties
- Assist the ELC Director in maintaining their KPI spreadsheet
- General administration duties as required

Location: the position will be located at Whyalla ELC.

The position will be reviewed as the role changes and will be appraised on a regular basis.

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APPROVAL

Approved

*Adelaide Christian Schools Early Learning Centres
Executive Director - Signature*

Date

Approved

Applicant's Signature

Applicant's Name

Date

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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

First Aid training (including Asthma and Anaphylaxis components), Working With Children Check and Child Safe Environments training must be completed and up to date.

SKILLS / ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders.
- 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.
- Excellent attention to detail.
- High level of proficiency and application in the use of Word and Excel.
- 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 support all families in a calm and patient manner.

PERSONAL ATTRIBUTES

- 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.
- To have a desire to provide the best possible service every day.
- Be reliable

EXPERIENCE

- Demonstrated experience in an administrative role.
- Experience in working as part of a team.
- Experience in recovering outstanding debts.

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KNOWLEDGE

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

OTHER CONDITIONS

A current satisfactory DCSI check, or its replacement, will be required at commencement of employment.

DESIRABLE CHARACTERISTICS

EXPERIENCE

- Previous experience in an administrative environment would be advantageous

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