



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
ADMINISTRATION ASSISTANT

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



SUNRISE
Christian School

Head Office
Level 2
305 Goodwood Road
Kings Park, SA, 5034
08 8465 6000
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

JOB SPECIFICATION

OVERVIEW

The Administration Assistant is accountable to the Principal through the Office Manager for undertaking administrative requirements contributing to the effective operation of the school.

Primarily the Administration Assistant is responsible for ensuring that all student needs are attended to and that the office administrative requirements are completed in a timely and accurate manner.

The Administration Assistant has excellent interpersonal skills and a substantial knowledge and understanding of the administrative and curriculum activities operating within the school.

KEY RESPONSIBILITIES

The Administration Assistant's duties may include:

Administration

- Answering the general school telephone, providing information, and taking and relaying messages to staff and students.
- Greeting visitors and parents at the reception desk and showing them around the School when required.
- Informing relevant parties on school policies, procedures, and other services provided.
- Referring enquiries of a complex or specialised nature to the Office Manager or Principal.
- Dealing with visitors who are uncooperative, disruptive, or require special assistance when required.
- Receiving, sorting, and distributing incoming email and mail, indicating the level of urgency.
- Undertaking clerical tasks associated with attendance and reporting platforms (identification photos, medical information, student absences etc).
- Ensuring that administrative forms/reports specified in the school calendar are forwarded to Corporate Services within the prescribed timeframes.
- Collating and forwarding other specific information/ statistics as required by Corporate Services.
- Preparing banking requirements for the School site.
- Organising special events, functions, and catering on behalf of the School, including working collaboratively with and engaging Parent Groups and Class Representatives.
- Preparing administrative communication, i.e. letters and forms.
- Providing effective communication with families in relation to the day-to-day operation of the School.
- Assisting with correspondence and communication via all online School platforms.



SUNRISE
Christian School

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

Student Services

- Contributing to the care, general well-being, and safety of all students.
- Attending to student first aid requirements.
- Administering and monitoring authorised medical treatments.
- Supervising students’ attendance in the “Get Well Room”.
- Communicating with parents and guardians.
- Monitoring student behaviour and taking appropriate action, through the Principal, in accordance with child protection requirements as set out in School policies and procedures.

Other Duties

- Other duties as required.

The position will be reviewed regularly.

Approved _____ **Date** _____
Principal’s signature

Approved _____ **Date** _____
Applicant’s Signature

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

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL REQUIREMENTS

- Senior First Aid – HLTAID009, HLTAID010, HLTAID011, HLTAID012 or their replacements

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.
- The ability to work as a member of a team in a manner that fosters the support and cooperation of team members.
- The ability to complete variable workloads to a high standard.
- Proficiency and application in the use of Microsoft Office and multiple online platforms.
- Ability to work autonomously once tasks are delegated.
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.
- Current driver's licence and own car.

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.

EXPERIENCE

- Experience in working in a small office or reception environment
- Experience in general administration.
- Experience in working as part of a team.

KNOWLEDGE

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

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

DESIRABLE CHARACTERISTICS

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/SEQTA or other school database software.
- Experience with marketing, social media, and event management.
- Previous experience in a classroom environment.

KNOWLEDGE

- Knowledge of the Sunrise School community
- Knowledge of the operation of a Primary Educational Facility.

OTHER CONDITIONS

The applicant must provide a satisfactory DCSI Working with Children Check or be willing to apply for one, and willing to complete RRHAN-EC training, SMO training, and Protective Practices.

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