

JOB DESCRIPTION

Job Title:	Administration Assistant
Job Type:	Part-time (0.5 FTE) 6 wks AL <i>pro rata</i>
Salary Classification:	NT Christian Schools AO1,1 – AO2,5 scale
2021 Annual Salary Range:	\$51,202.00 - \$61,273.00 <i>pro rata</i> (6wks AL <i>pro rata</i> or as negotiated) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School Campus:	Araluen Christian College
Responsible to:	Principal
Date Advertised:	January 2021

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the *What We Believe* statement. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations:

The organisation's vision is to be *a Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

The Administration Assistant provides administrative support for the Araluen Christian College office team, and liaises with other school staff, parents and students as required. Communication is paramount as the Administration Assistant is often the first and last point of contact that parents and students have with the College.

Primary role

The primary role is assisting the Principal, however you will need to provide administration assistance as required. The person in this role reports to the Principal.

Specific responsibilities

Preparation of Pays

- Preparing the fortnightly pay summary, which includes collecting time sheets and leave applications for the Principal's approval and forwarding to the System Office.

Principal's secretary

- Keep the Principal's diary, compass calendar and arrange appointments as requested; maintain confidentiality.

- Take and deliver all messages and correspondence, dictation, including email for the Principal maintaining confidentiality.
- Provide the administrative support required by the Principal.
- Collect data for Census, annual statistics and other reports as needed
- Assist with grant applications.
- Provide administrative support for carnivals and major events including OTT and Thanksgiving Evening particularly regarding accommodation, transport and venue bookings as well as information flyers.
- Organize flights and accommodation for principals' meetings out of town.
- Set up the reporting cycle and parent teacher interviews on Compass.
- Upgrade the College Website as needed.
- Assist the principal in the development of a school perspectives and school handbook for the school along with promotional material.

Other duties

- Set up Champion class stationary orders in Term 4 each year.
- Place orders for staff.
- To undertake other duties and responsibilities as directed by the principal

Selection Criteria

Essential

- Be a committed Christian actively involved in your local church
- Capacity to be a constructive member of a cohesive team
- Effective communication skills
- Ability to reflect the Christian faith underpinning the school
- Strong language skills (spelling and writing)
- Strong keyboard skills and thorough computer literacy
- Working knowledge of databases and Windows computer platforms
- Good working knowledge of Microsoft Word, Excel, Outlook and Access

Requirements

- Current Senior First Aid certificate
- Current Northern Territory driver's licence
- NT Working with Children Clearance (Ochre Card)
- Recent Criminal History Check (Issued within the last 12 months)

Desirable

- Experience with School Management software systems (i.e MAZE, Compass)
- Previous experience working in a school environment
- Previous experience in finances and Personal Assistances Duties.

Applications should contain

Essential

- Resume including relevant work history
- Contact details for two professional referees and the pastor of your current church
- Address each of the selection criteria
- A signed copy of the Statement of Faith