



ROLE DESCRIPTION

Job Title:	Administration Officer
Job Type:	Part Time (0.8 FTE)
Salary Classification:	NT Christian Schools AO2,1 – AO3,1 scale
2018 Salary: (Full-time)	\$47,830 - \$54,433 (10 weeks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Marrara Christian College
Responsible to:	Office Manager
Date Advertised:	December 2017

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

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.

Primary role

Provide administrative support for Marrara Christian College and the office team, and liaise with other school staff, administration staff, parents and students as required.

The Administration Officer reports to the Office Manager.

Specific Responsibilities

- **Administration and Records**
 - Utilise Compass and Edval, the school management systems
 - Maintain behaviour records of students
 - Event processing and assistance
 - Camp administration and bookings
 - Leave and PD form processing
 - Website maintenance
 - College promotion, including Facebook and other advertising liaison
 - Assist with semester reporting, processing and filing
 - Proof-reading notes to parents, reports and newsletters
 - Record and track expenditure
 - Order and maintain stationary supplies
 - Provide assistance to other positions (Finance/Enrolments/Office Manager), as required.

- **Reception**
 - Answering parent enquiries (phone and in person)
 - Process generic admin email requests/questions/information
 - Answer incoming calls as required
 - Pass phone messages onto appropriate contact
 - Provide assistance to students with sick bay and medical issues
 - Creation of student medical alerts
 - Cover receptionist's lunch relief, as required
 - Assist clients who come to reception
 - Emergency cover if scheduled Receptionist is absent
 - Holiday cover as required

Selection Criteria

- **Essential**
 - demonstrate an active Christian commitment
 - ability to reflect the Christian faith underpinning the school
 - capacity to be a constructive member of a cohesive team
 - effective written and verbal communication skills
 - relevant experience with Microsoft Programs such as Word, Excel and Outlook
 - working knowledge of data bases/management systems
 - current Senior First Aid certificate
 - current Northern Territory driver's licence
 - NT Working with Children Clearance (Ochre Card)

- **Desirable**
 - Previous administration experience in a school