



JOB DESCRIPTION

Job Title:	Office Manager / Executive Assistant
Job Type:	Full-time
Salary Classification:	NT Christian Schools AO5,1 – AO5,3 scale
2018 Salary: (Full-time)	\$77,895 - \$81,953 (6 weeks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Marrara Christian College
Responsible to:	Principal
Date Advertised:	August 2018

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

The primary role is to assist in the efficient running of the front office and to provide executive assistance to the Principal.

Specific Responsibilities

Office Manager Duties

- Manage the administration team including employment interviews, training and induction, performance appraisals, pay summaries
- Organise training and professional development opportunities for administration staff
- Oversee major college events, such as Marrara on Show, Parent/Teacher Conferences, annual Thanksgiving Service, Whole College Assemblies, Information Evenings
- Coordinate the weekly internal information bulletin, which informs staff of all the “Happenings” in the upcoming week
- Organise staff social events
- Oversee the production of the student yearbook
- Liaise with the newsletter editor regarding content of the weekly newsletter, which is emailed to all parents, students and teachers
- Oversee the content of the college website and social media sites
- Assist on the front desk and administer first aid as required
- Provide NT Christian Schools Head Office with accurate Accident and Incident Reports for all incidents involving students or staff, in a timely manner, and follow up as required
- Populate and publish college calendars and rosters

Executive Assistant Duties

- Provide executive assistance to the Principal
- Organise agendas and supporting documentation for weekly executive meetings, monthly council meetings and regular staff meetings. Take Minutes and follow up as required
- Ensure policies are reviewed and updated as per the review schedule
- Screen calls, and manage the Principal’s daily diary
- Ensure all outgoing correspondence is accurate and professional, as per the style guide
- Arrange interviews, provide welcome packs and organise induction for new staff
- Assist the Principal with Annual Reports for the Council, Board and for NT and Commonwealth Governments
- Other duties as directed by the Principal

Selection Criteria

Essential

- Ability to reflect the Christian faith underpinning the College
- Display confidence when dealing with others along with well-developed written and verbal communication skills
- Set priorities, plan workload, meet deadlines and achieve objectives through the efficient use of time
- Demonstrate relevant experience with Microsoft Programs such as Word, Excel and Outlook
- Experience in providing executive support and assistance at a senior level
- Capacity to work independently with minimal direction and collaboratively in a team environment
- Demonstrate trust, openness and respect when dealing with people
- Ability to demonstrate compassion and integrity in approach to work and people
- A commitment to provide a high quality of service to the community

Desirable

- Experience working in a school
- Experience in a managerial or executive assistant position

Education and Training

Essential

- Diploma in Business Administration or relevant qualification
- NT Working with Children Ochre Card
- NT Drivers' Licence
- First Aid Certificate