



## JOB DESCRIPTION

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| <b>Job Title:</b>                            | Reception / Administrative Assistant  |
| <b>Job Type:</b>                             | Full-time   |
| <b>Salary Classification:</b>                | NT Christian Schools AO1,6 – AO2,5 scale  |
| <b>2019 Annual Salary Range (full-time):</b> | \$51,980 to \$57,310 (6 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary. |
| <b>School/Entity:</b>                        | Palmerston Christian School   |
| <b>Responsible to:</b>                       | Principal   |
| <b>Date Advertised:</b>                      | December 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 NT Christian Schools exists, namely students and their parents and community. This is the core function for all employees. 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 as receptionist/administrative assistant is to assist in school administration including the keeping of records, financial, secretarial and general office duties.

You will need to be active, enthusiastic and good humoured, along with the ability to develop good relationships with staff, student families and communities.

### **Reporting Relationship**

This position reports directly to the Principal or to the nominated delegate of Palmerston Christian School.

### **Key areas of responsibility**

In consultation with Principal maintain the School's financial/administrative systems and procedures to ensure their efficiency and effectiveness.

### **Reception**

- Answer incoming telephone calls, transfer to relevant staff member or take messages as required.
- Administer first aid to students, First Aid Certificate required or a willingness to obtaining a current First aid certificate
- Receipt moneys as required
- Greet, attend or direct all visitors to the school in a welcoming manner.
- Attend to the needs of students as directed by the Principal.
- Processing of incoming and outgoing mail.
- Maintain strictest confidentiality.

### **Student Administration**

- Assist in office functions as required, e.g.:
- Assist families and community members with enrolment procedures.
- Assist in maintaining student records.
- Assist in collection and collation of data and preparation of statistical reports.

### **Uniform Shop**

Coordinate Uniform Sales through Lowes including:

- Uniform shop sales – Lowes and front office
- Set up the Uniform Shop Back to School voucher spreadsheet.
- Maintain and acquit Back to School Payments (NT Govt)

### **School Bus**

- Organising of student bus listing – producing the bus listing for bus driver – every Friday
- Contact with parents re student bus use
- Finances associated with the student bus fees, bus hire
- Organise external bus hire as required for excursions and event

### **Finance**

- Provide support to the school community consistent with the biblical ethos of the school.
- Provide support to System office Finance team in regards to:
  - School Fees – collection, and ensuring service hour are recorded

- Facilities Hire
- Petty Cash
- Banking in a timely manner all monies received
- CBA school banking for students
- Submitting paperwork for reimbursements to staff
- Counting of monies for fundraisers and other school functions
- Checking of invoices before sending for payment
- Submitting all school credit cards receipts for processing as required.
- Administering and assisting with acquitting government grants and allowances and meeting accountability requirements.
- Compilation of end of year stationery orders and online ordering
- Ordering of materials, equipment and services as required considering both quality and cost, including photocopy needs and first aid supplies, including monitoring, following up, issuing and storage of office and general school requisites.
- Monitoring expenditure and income in relation to the budget
- Assist principal with financial documentation for council
- Monitoring the use of general supplies and ordering of basic morning tea supplies.

### **General**

- Perform a variety of other administrative or support services as directed.
- Distributing, extraction, sorting and replacing of files, attachment of papers.
- Assist with supervise of students who are brought to reception for behavioural reasons
- Assist with proof reading of external documents including class letters, notes, academic reports, school magazine etc.
- Booking for school events including photos, carnivals, thanksgiving etc
- Assist with the organising/management of office, school, staff, events, fundraisers.
- Carry out any other duties as may be required by the Principal from time to time.

### **Confidentiality**

All staff are expected to maintain confidentiality and not disclose any information which comes into their knowledge concerning the affairs of NT Christian Schools, any student or employee of the organisation or members of the NT Christian Schools Board to any other person, other than that which is in the public domain or is required by law to be disclosed to any other person.

## **Selection Criteria**

### *Essential*

- Be a committed Christian actively involved in your local church
- A pleasant demeanour
- Ability to show initiative and work without supervision
- Capacity to be a constructive member of a cohesive team
- Ability to reflect the Christian faith underpinning the school
- Demonstrate excellent communication skills
- Pleasant phone manner
- Demonstrate excellent language skills (Spelling and Writing)
- Strong keyboard skills and thoroughly computer literate
- Working knowledge of Windows computer platforms
- Experience with Microsoft Office software
- Current Senior First Aid Certificate
- Cash handling experience
- NT Working with Children Clearance (Ochre Card)

### *Desirable*

- Knowledge of MAZE database systems
- Knowledge of FACTS and Compass
- Previous experience working in a school environment

### **Applications should contain**

- 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