



JOB DESCRIPTION

Job Title:	Administration Assistant
Job Type:	Part-Time 0.4 FTE (Fixed Contract until December 2019)
Salary Classification:	NT Christian Schools AO1,4-AO2,3 scale
2019 Annual Salary Range (full-time):	\$20,003-\$22,031 FTE 0.4 (6 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Transforming Training
Responsible to:	Principal
Date Advertised:	April 2019

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 organisation has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Work in Transforming Training and in its educational communities involves serving and supporting those people for whom NT Christian Schools exists, namely our learners/students and their families.

Transforming Training is the Registered Training Organisation (RTO) of NT Christian Schools. It Delivers Vocational Education and Training for secondary students and adults both within and outside NT Christian Schools. Transforming Training employees are expected to work as a member of a team as we pursue the vision and mission of NT Christian schools, *"To be Christian communities, learning together to live life as God intended, offering hope for the world."* We seek to apply this vision to the Transforming Training context and pursue it together core by serving and supporting each other in the tasks to which God has called us.

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 the Registrar, and assist in the efficient running of the Transforming Training office. The person in this role reports to the Registrar.

Responsibilities

- Enrolment of students
- Enter data in the Student Management System including USI
- Recording of learner results
- Liaise with Registrar and Compliance Manager and provide information when requested in a timely manner
- Liaise with Trainers in administrating several courses
- Communicate with students, Vet Coordinator, Employers and other stakeholders as required
- Administration and recording of compulsory learner and employer evaluation's questionnaire
- Assist in resulting procedure to ensure that students receive prompt notification of their results
- Maintain attendance records
- Create and maintain learner files that are accurate and accessible in hardcopy and electronically
- Liaise with Australian Apprenticeship Centre regarding Training Plans and contracts
- Participate in professional development opportunities.
- Provide monthly checks on RTOs expenditure [including receipt of monies]
- Maintain accurate learner and client enquiries in regards to training
- Ordering office supplies and stationery supplies
- Participate in professional development opportunities.
- Other duties as directed.

Selection Criteria

Essential

- Ability to reflect the Christian faith in the workplace
- A love and passion for administration
- Experience in working with computers and social media
- Must be a 'team player' with good interpersonal and communication skills.
- Experience working in administration, reception or similar positions
- Working with Children Clearance (Ochre card)
- Criminal History Check

Desirable

- Certificate III in Business Administration or similar qualification
- Knowledge of Photoshop, illustrator or similar publication applications
- Marketing experience
- Tech savvy to assist with Learner Management System

Practical testing during formal interview

- 5 minute typing test (to show at least 40 wpm with 95% accuracy)
- Create a simple MS Word poster (information to be provided)