



**NHULUNBUY  
CHRISTIAN  
COLLEGE**



## **JOB DESCRIPTION**

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| <b>Job Title:</b>             | Administration Assistant   |
| <b>Job Type:</b>              | Part- time   |
| <b>Salary Classification:</b> | NT Christian Schools AO1,6 - AO2,3 scale   |
| <b>2021 Salary:</b>           | \$51,129.00 - \$56,372.00 (10 weeks AL) pro rata. Plus superannuation contribution of 10% of your annual salary. |
| <b>School/Entity:</b>         | Nhulunbuy Christian College  |
| <b>Responsible to:</b>        | Principal  |
| <b>Date Advertised:</b>       | August 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 *Statement of Faith, 'What We Believe'*. 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 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.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

### **Primary role**

### **Key responsibilities:**

The primary role is reception duties but also includes general administrative tasks, with direction from the Office Manager. The person in this role reports to the Office Manager and the Principal.

### **Reception**

- Answer all incoming telephone calls, transfer to relevant staff member or take messages as required.
- Manage telephone message system (office hours and recorded messages).
- Greet and attend to all visitors to the school and where a query or matter is not directly related to your own duties, direct the person to the relevant staff member. If the staff member is not available or the person is reluctant, offer to get the staff member to contact the person.
- Attend to the needs of students as directed by the principal.
- Take the time to make people feel welcome and listened to but engage people for the time necessary to address the issue at hand and avoid unnecessary social discussion.
- Open school mail and e-mail and pass on to relevant people in the school in accordance with the criteria determined by the Principal.
- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations.
- Be sensitive to cultural differences among individuals and group of persons.
- Maintain strictest confidentiality.

### **Registrar support duties**

- Enrol new students and obtain and maintain a variety of student records such as reports, transcripts, immunisations, and all general student data accurately.
- Coordinate student check-out procedures recording transfers.
- Provide information to learning enhancement unit as requested.
- Assist in distribution, collection and coordination of testing materials.
- Prepare a variety of reports including State and nationally mandated reports related to student attendance.
- Maintain current class lists for enrolment verification.
- Communicate by phone, email and facsimile with other schools regarding student records.
- Operate computer and other office equipment as assigned; assist others in the proper use of office machines as needed.
- Coordinate student data management system (MAZE) as it relates to job requirements.
- Facilitate enrolment process ensuring new families have all they need to start at NCC; collect required enrolment data.
- Facilitate transfer of student files to/from other schools
- Maintain current information on 'emergency contact' cards or MAZE.
- Inform staff as necessary of changes to the student and family information as requested.
- Maintain a record of student attendance on MAZE
- Circulate daily absentee email.
- Maintain updated class lists for staff.

### **Principal's secretary**

- Keep the Principal's diary 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
- Reflect the Principal's approach in your own interaction with people by being gentle, understanding, helpful and problem-solving.
- Provide a listening and encouraging ear to parents and outside agencies.

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.

#### **General office duties including First Aid**

- Develop, update and maintain forms for use in the Registrar's office.
- Order and maintain supplies for the office.
- Assist office finance manager as needed.
- Update emergency procedure manual and maps.
- Perform related duties as assigned for emergency procedures.
- Perform first aid as required and keep your first-aid certificate current.
- Maintain first aid supplies and ensure a hygienic sick bay and first aid environment.
- Liaise with health professionals to organise inoculations and other health visits.
- Ensure staff is regularly provided appropriate medical PD.

#### **Other duties - General**

- Attend to uniform sales in the absence of the uniform volunteers. Supervise the uniform volunteers in the ordering of stock, stock takes etc.
- Maintain front office – tidiness and parent information walls
- Keep staff room well stocked.
- Organise report collation and mail-outs
- Develop a volunteer network in case of absence or if in need of further support
- Liaise with staff member in relation to staff social functions.
- Carry out any other duties as may be required from time to time.

#### **Volunteer for Parent and Friends' Committee**

- Attend meetings.
- Help coordinate communication between school staff and P&F members.
- Receive invoices and emails and pass on to the relevant P&F members.
- Help coordinate and participate in P&F fundraisers e.g. market days, festivals, phone book drops, clean up days and more.
- Support current P&F with communication and point of contact at the college.
- Promote P&F and encourage new families to get involved.

#### **Selection Criteria**

##### Essential

- capacity to be a constructive member of a cohesive team
- effective communication skills
- ability to reflect the Christian faith underpinning the school
- proven financial administrative skills
- strong keyboard skills and thorough computer literacy
- working knowledge of data bases
- current Senior First Aid certificate
- good working knowledge of Microsoft Word, Excel and Outlook
- current Northern Territory driver's licence
- Working with Children Clearance (ochre card)