



Palmerston
CHRISTIAN SCHOOL



JOB DESCRIPTION

Job Title:	Junior Admin – Digital Archiving and Data entry
Job Type:	Casual
Salary Classification:	NT Christian Schools AO 1.1(U17) – AO 1.6 scale
Remuneration:	\$16.15 - \$35.06 per hour dependent on qualifications and experience. Includes the applicable casual loading of 25% to compensate for personal leave and annual leave. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Palmerston Christian College
Responsible to:	Principal or Principals delegate
Date:	June 2021

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the statement '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 that 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

Facilitate data entry into the Inspire database.
Facilitate the Digital Archiving project through transition to electronic student records and other duties as directed by the Line Manger.

The Junior Admin – Digital Archiving reports to the Principal or delegate.

Responsibilities and Duties

Student Records

- Categorise and scan hardcopy student files for current and past students
- Label and save digital copies of all student documentation
- Upload digital student documentation to individual student profiles on Compass
- Ensuring student profiles are data entered into Inspire and upload.
- Upload supporting documentation of student data into Inspire.

Other Duties

- Other administrative duties as directed by the Principal or delegate

Selection Criteria

Essential

- Be a committed Christian actively involved in your local church
- Capacity to be a constructive member of a cohesive team
- Ability to reflect the Christian faith underpinning the school
- Willingness to learn operational requirements of College Data Management System
- Willingness to learn “Inspire”.
- Demonstrate excellent communication skills both written and verbal
- Thoroughly computer literate with working knowledge of Windows computer platforms and experience with Microsoft Office software
- Ability to maintain strict confidentiality
- Current NT Working with Children Clearance (Ochre Card)

Desirable

- Knowledge of Compass School Management System
- Previous administrative experience

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 copy of your current ochre card
- A signed copy of the Statement of Faith.