



JOB DESCRIPTION

Job Title:	Administrative Assistant
Job Type:	Full Time
Salary Classification:	NT Christian Schools AO2,1 – AO3,1 scale
2021 Salary:(Full-time)	\$56,280 - \$62,794 per annum (6 weeks AL) Dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary(as at 1.7.2021)
School/Entity:	Sattler Christian College
Responsible to:	Principal
Date Advertised:	June 2021

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.

The Administrative Assistant provides administrative support for the Sattler Christian College (SCC) office team, and liaises with other school staff, administration staff, parents and students as required. This role is instrumental in the successful marketing of the College and requires creativity and enthusiasm to promote and generate enrolments through a variety of media, in line with the strategic direction of the College. Communication is paramount as the Administrative Assistant is often the first and last contact that parents and students have with the College. This position plays a significant role in guiding families through the entire enrolment process and producing publications to both engage and inform our school community.

The Administrative Assistant reports to the Principal.

Primary roles

- Processing of all Sattler Christian College enrolments and exits.
- Student file and data maintenance.
- Data collection, government reporting and Census reporting.
- Promotion and Marketing of Sattler Christian College.
- Reception duties and administrative support as directed.

Specific Responsibilities

- **Enrolments**
 - Processing of enrolments of students from initial inquiry to enrolment completion for the School and the Early Learning Centre. This includes:
 - Promptly responding to enrolment enquiries.
 - Organising enrolment interviews and school tours with the Principal.
 - Creating and maintaining family accounts using Compass.
 - Creating, maintaining and archiving of student files.
 - Staff notifications and communication.
 - Data collection, government reporting and Census reporting.
- **Marketing**
 - Maintain and monitor College websites and social media channels.
 - Actively pursue ongoing marketing opportunities.
 - Management of internal and external publications including Yearbook, College Handbook and weekly digital bulletin.
 - Administration and promotional support as required for community events.
- **General Administration**
 - Utilise Compass school management system to communicate with families and record student attendance and medical data.
 - Distribution of incoming mail and management of all outgoing mail.
 - Reception duties including operating Sick Bay and providing First Aide assistance to students and staff.
 - Other administrative duties in collaboration with the Office Team.

Selection Criteria

- **Essential**
 - Demonstrate an active Christian commitment.
 - Ability to reflect the Christian faith underpinning the school.
 - Capacity to be a constructive member of a cohesive team.
 - Effective written and verbal communication skills.
 - Good working knowledge of Adobe, Publisher and Microsoft Suite.
 - Current Senior First Aid certificate or willingness to obtain.
 - Current Northern Territory driver's licence.
 - NT Working with Children Clearance (Ochre Card).
- **Desirable**
 - Previous administration experience in a school.
 - Experience in Compass – Schools Management System
 - Marketing/Graphic design experience.