



Title of Position: ***Administration Support Officer***

Position Summary

Team Group:	Administration	Immediate Responsible Officer:	Operations Manager
School Unit:	Administration	Reporting to:	Operations Manager
Staffing Group:	General Staff	Executive Leader:	Principal
Classification Level:			

Position Details

Type of Appointment:

Employee Category: Permanent Part Time

Agreement Type: Ongoing

Time Classification: (FTE for salary purposes)

Award: Educational Services (Schools) General Staff Award 2020

Classification and Level: Level 2

Base Full-Time Equivalent Salary (as at 01/07/2024): \$61,804

Ordinary Working Hours

Weeks per year: Term weeks in fixed term period + 2 days before Term 1

Number of hours worked per week: 15 hours per week

Working Days: Friday, other day negotiable

Starting & Finishing Times: 8:30am-4pm

Broad Purpose of Position

As a staff member of Mid North Christian College, the Administration Support Officer will provide a friendly and helpful welcome to all students, staff, families, volunteers, and visitors. They will also assist in the College administration processes and some aspects of promotions on another day as negotiated.

Reporting Relationships

The Administration Support Officer:

- reports and is accountable to the Operations Manager
- will liaise with and work closely with other members of the Administration team



Job Description

Summary of Key Responsibilities and Duties

- Answering public enquiries and providing accurate and relevant information personally or by phone
- Referring phone, emails, mail, messages, and personal enquiries to the appropriate person/s
- Assist families when purchasing uniforms and process uniform sale transactions
- Interacting with administrators, teachers, students, families, and guests and serving as primary contact for the College
- Be able to articulate an understanding of Christian schooling to parents and the wider community
- Carrying out receipting of monies via cash & EFTPOS and entering information onto Xero
- Provide relief in the Student Services area, including administering first aid where required
- Ensuring that Reception is kept neat and tidy
- Collate the information for the College newsletter fortnightly and load on website
- Be able to use a range of publishing programs such as Canva or Adobe Suite
- Maintain strictest confidentiality
- Where available, provide relief on other days in the event of staff being absent
- Perform a variety of other administrative support services as directed by the Principal or Operations Manager

Child Safety

- Be familiar with and comply with the College's Child Safety Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing

Selection Criteria

Essential

The ideal candidate will have the following essential requirements:

- A committed Christian actively involved in a local church
- Excellent interpersonal skills, and ability to communicate with students, staff, families and visitors, and also external media agencies and other businesses
- Ability to work both independently and as part of a team
- Demonstrates initiative and flexibility, with honesty and integrity, in a range of situations
- Demonstrates excellent time management, organisational skills and attention to detail
- Willingness to participate in training
- Previous experience in working with children and young people
- Excellent written, verbal, and electronic communication skills
- Competent in using a range of software programs
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
- Medium to high level of computer and literacy skills, with a working knowledge of computer programs including Word, Excel, Outlook, and the Adobe Suite.
- Comprehensive understanding and commitment to Christian Education and the ability to translate it into the promotion of the College
- Demonstrated knowledge of Work, Health and Safety principles and practices.



**Mid North
Christian
College**

**Hope in
the Living
God**

LOCATION

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South Australia 5540

CONTACT

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ABN 19 489 959 315

Desirable

- Experience working in a school or front office setting
- Experience with school or business management system

Qualifications:

Essential

- Working with Children Check (current and assessed as 'Not Prohibited')
- Responding to Abuse & Neglect in Education Care – Mandatory Notification
- First Aid
 - Provide First Aid in an Education & Care Setting
 - CPR, Asthma & Anaphylaxis

First Aid and RRHAN-EC – Mandatory Notification are essential for the position; it is desirable but not essential for the successful candidate to have these prior to starting work. The candidate must be available to undertake the training within 3 months of starting work. This may require out-of-hours attendance.

Desirable

Qualifications in Marketing & Promotions