Son Centre Christian School Ltd

Job Title: Office Administrator
Report To: Principal
Performance: Review Period: 3 months

Position Description

Location: Son Centre Christian College, Aerodrome Road, Swan Hill

Salary and Conditions:
Independent Schools Victoria – Educational Services (Schools) General Staff Award 2010.
Level – dependent on experience and qualifications.
Full-time salary range: to be allocated on a pro-rata basis on hours worked part-time.

Hours of duty: 32 hours per week (0.84), for 42 weeks of the year (generally term time) plus 4 weeks annual leave (paid pro-rata over a 52 week period – 0.88). It is expected that the hours will be worked over a five-day week with the hours worked during the day to be negotiated with the Principal and Board. Total hours worked per week to be reviewed on a regular basis – dependent on anticipated workload.

Review: A probationary period will apply for three months. Staff are required to undertake annual performance reviews. Duties and conditions may be reviewed from time to time.

Position Objective:
The position is responsible for the administration of the College.

Accountability:
The successful applicant is accountable to and will work closely with the Principal.
Statement of Duties:

• Reception/Manage front office
  • Answering all enquiries (by phone and at reception)
  • Liaising and developing and maintaining effective channels of communication with students, parents, staff, College Board, visitors, auditors, insurance brokers, suppliers, tradesmen and other schools including Bursars & Business Managers
  • School banking and mail

• Personal assistant to the Principal
  • Administer Principal’s diary
  • Under the direction of the Principal assist in undertaking school administrative duties
  • Other duties as directed by the Principal

• Office administration in support of school management
  • Production of College newsletters, programs, booklets, reports & notices
  • Maintain up-to-date documentation of all College policy & procedures
  • Oversee student records
  • Archiving of student records and documentation

• Responsible for financial functions including
  • Process purchase orders
  • Writing receipts for incoming cash or cheques
  • Ordering and storing of general supplies for the school

• First Aid – administration, purchasing and checks.

• Attend staff devotions and where necessary staff-related meetings.

• Abide by the College Staff Dress Code.

• Adhere to and implement all safe work practices and procedures in accordance with College policies.

• Adhering to the Son Centre Christian College Privacy Policy.

• Together with the Principal, foster healthy school / parent and school / community relationships and promote the concept of Christian Schooling throughout the community.
Child Safety
Son Centre Christian College is committed to child safety. We have zero tolerance of child abuse. The Board, Principal, staff, volunteers and contractors at Son Centre Christian College are required to abide by the Child Safety Code of Conduct. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

Work Based Attributes:
• Proficient in, or have the ability to be proficient in:
  • Typing
  • MS Office, Word, Excel, Publisher, Outlook, SchoolPro (School administration software)
  • Assist staff with minor IT concerns
• Hold a current driver’s licence

Personal Attributes:
The Office Administrator must:
• Personal agreement with the stated Vision, Mission and Philosophy of the College
• Demonstrated personal commitment to the Christian ethos and values of the College
• Well-developed skills of time management and organisation
• Be able to show initiative and judgement in potentially complex, confidential situations
• Be able to maintain confidentiality on all matters relating to the position
• Be able to manage conflicting priorities and deliver quality outcomes
• Be able to work in a team situation
• Have a pleasant, cheerful and approachable nature
• Love children and be able to relate to them
• Be able to work to deadlines
• Have a willingness to display a sense of humour
Key Selection Criteria:

1. Demonstrated Christian commitment and agreement with the Son Centre Christian College Philosophy.

2. The ability to be discreet and maintain confidentiality

3. An understanding of the need to work collaboratively with parents, students, College Board, College staff and members of the wider community in order to establish productive partnerships and achieve educational objectives.

4. Demonstrated administrative and processing skills and an ability to operate independently and/or with limited supervision.

5. Possession of good interpersonal, written and oral communication skills.

6. Ability to work with all members of the college community (teachers, parents, students, visitors) both individually and as a member of a team.

7. Sound clerical skills with a demonstrated knowledge of computer applications including word processing, spreadsheets and data-bases.

8. Possession of other desired work related and personal attributes.

Notes:

All applicants must provide a completed application form, supply a curriculum vitae (detailing education and work experience), and provide a statement of claims against the above selection criteria.

It is a condition of employment for all staff of Son Centre Christian College to provide evidence of a recent Working With Children Check.