



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION COLLEGE ADMINISTRATIVE ASSISTANT

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COLLEGE ADMINISTRATIVE ASSISTANT

Section 1 - School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2 - Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3 – The Position

Title

College Administrative Assistant

Section/Department/Learning Area

Administration

Tenure

Commencing January 2019. This is a permanent part-time position, subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to a standard acceptable to the College.

Section 4 - Remuneration Terms and Conditions

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017

Section 5 - Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Executive Business Manager, Deputy Principal (Staff and Administration) K-12, Deputy Principal (Students) K-12, Head of Primary K-6 and the Marketing and Enrolments Manager.

College Administration Office staff report to the Administration Manager.

Section 6 – Workload

Part-time (0.4 FTE). This position operates 2 days per week, 8am to 4pm, 42 weeks per year, during term time (in addition to some work in school holidays). The Administrative Assistant is required to stand-down on unpaid leave for 5 weeks per year when there is no work available.

Section 7 – Responsibilities and Duties

Overview

You are employed as a **College Administrative Assistant** for the Kingsway Education Association Inc. and report to the Administration Manager. You will be part of a College administrative team that is responsible for reception, clerical and other support to the teaching and administrative staff.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos.

Role

The role of College Administrative Assistant is to provide general administrative, secretarial and records management support to the Administration Manager, and to other staff to ensure the effective and efficient operation of the Main Administration Office, and that the overall objectives of the College are achieved. The College Administrative Assistant is expected to conduct their work in a safe manner.

Specific Duties

As directed by the Administration Manager, or delegate, your specific duties include but are not limited to:

Clerical and Administrative

- Generate internal and external business letters, reports and office emails produced in a timely and professional manner;
- Effectively manage College records, including generating and filing student reports, uploading NAPLAN data, files and business documents to ensure recordkeeping security is achieved;
- Input into and extraction from the College systems (MAZE, Teachers Assistant and other systems);
- Procurement and keeping stock of goods required for the smooth operation of the College.
- Photocopying and distributing notices as required.

Diary and Meetings

- Effectively manage an appointment and meetings calendar for parents/teacher appointments making use of available technologies (TA - Teacher Assistant; PTO – Parent-Teacher Online).

Events

- Effectively manage events projects, including interstate and overseas trips, excursions and incursions, and staff functions, to satisfactory completion through planning, negotiation, use of technologies and in liaison with other staff and external agencies.

Customer Care

- Provide professional customer care by effectively managing incoming enquiries to the Main Administration Office from students, parents, staff and visitors.

Secretarial Support

- Provide secretarial support to the Administration Manager, as required.

Occupational Health and Safety and Equal Opportunity

- Comply with College policies and procedures, and take responsibility for self and others by complying with Occupational Health and Safety and Equal Opportunity requirements of the College;
- Administration of First Aid to students as required.

Other duties as delegated by the Administration Manager

- Ability to undertake light cleaning and tidying duties inherent in the position;
- Other administrative duties as required to properly fulfil the responsibilities of the position.

Section 8 – Selection Criteria

Pre-requisites

1. To have a valid Department of Education (WA) criminal history clearance no more than 3 months old, prior to commencement of employment.
2. To have or have ability to provide a valid Working With Children Check Card.
3. To provide a reference from your church Pastor / Minister.
4. Evidence of skills and aptitude ability.

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. By supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College (the College).
3. High level communication skills – demonstrate an ability to develop and nurture positive working relations with the College internal and external customer base, including students, parents, staff and visitors.
4. Possess initiative and be a self-starter able to work with limited supervision, or as an effective part of a team, to achieve completion of tasks to deadlines.
5. Able to anticipate and resolve problems, and take action for effective solutions having considered the risks.
6. Able to maintain a positive work environment and poise under pressure during peak work periods.

7. Computer literate with a sound knowledge of Microsoft Word, Excel, database systems and other College reporting systems.
8. Ability to establish and maintain effective record keeping systems.
9. Hold a Certificate III in Business Administration or equivalent level of expertise gained from a combination of recent experience, training or professional accreditation.

Desirable

1. Understanding and have knowledge of the MAZE data management system, TA (Teacher Assistant) and PTO (Parent-Teacher On-line).
2. Hold a current "Apply First Aid" certificate.
3. Previous experience in a school environment.

Section 9 - Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for the Employment Application Information, Application Form and other required reading. Enquiries can be made to the Human Resources Manager on 9302 8720 or to HR@kcc.wa.edu.au.

Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon, Thursday 16 August 2018

**Peter Burton
Principal
August 2018**