

## **COLLEGE OVERVIEW**

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local Church, and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

It is critical to the College that our Christian beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

The College operates as one school across two campuses. The South Plympton Campus provides for Foundation to Year, and is organised into three sub-schools, Junior (Foundation – Year 6), Middle (Years 7 – 9) and Senior (Years 10 – 12) with approximately 800 students across the Campus. The Brooklyn Park Campus provides Early Learning Centre to Year 6 with approximately 200 students currently, expecting to grow to approximately 350 students in the future.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

## **SUBMITTING YOUR APPLICATION**

**Position Title: Administrative Assistant – Old Scholars, Human Resources and Projects**

**Closing Date: Tuesday, 19 April 2022 at 9am**

Applicants should provide:

- A written application that addresses the Key Responsibilities and Education, Experience and Skills in the attached Position Description
- Curriculum Vitae that provides full personal details, qualifications, previous employment and experience
- A completed Emmaus Christian College “Application for Non-Teaching Position Form” (This form can be downloaded from our website at [emmauscc.sa.edu.au/about/employment](http://emmauscc.sa.edu.au/about/employment))
- Applications can be emailed to [HR@Emmauscc.sa.edu.au](mailto:HR@Emmauscc.sa.edu.au) or posted to:

The Human Resource Manager  
Emmaus Christian College  
7 Lynton Avenue  
SOUTH PLYMPTON SA 5038

## **CONTACT DETAILS:**

For further information about this position or have a confidential discussion, please contact Human Resources on 8292 3888 or email [HR@Emmauscc.sa.edu.au](mailto:HR@Emmauscc.sa.edu.au)

## **POSITION DESCRIPTION**

**TITLE:** Administration Assistant – Old Scholars, Human Resources and Projects

**REPORTS TO:** Human Resources Manager/Head of School

**NORMAL HOURS OF WORK:** Full time

### **PURPOSE OF ROLE:**

The Administration Assistant position reports to the Human Resources Manager and Head of School and provides administrative support to the Human Resource Manager and Head of School responsible for the Old Scholars Program. This role will also relieve Reception and work collaboratively with all business support functions.

### **KEY RESPONSIBILITIES:**

- Work collaboratively with the support team to fulfil college projects
- Assist and support the efficient running of the office including: general office duties, including sorting and recording information and data entry
- Assist the Finance team with purchase orders, journals, filing, typing and other duties as required
- Front Reception to cover absence – telephone and Reception desk duties as required
- Scanning of archived files as required
- Other duties as directed by the Operations Coordinator.

### **KEY RESPONSIBILITIES:**

- Coordinate the Old Scholars College program and other projects as directed by the Head of School.
- Provide Human Resource Administration support to the Human Resource Manager
- Work collaboratively with Leadership and the Business support team to fulfil college projects and support as and when required
- Assist and support the efficient running of the office including: general office duties when as required
- Front Reception cover absence – telephone and Reception desk duties as required
- Any other office duties as required to support the administration team allocated by the Operations Coordinator

### **EDUCATION, EXPERIENCE AND SKILLS**

- Proven High level administrative skills
- Ability to undertake a variety of tasks and projects within timeframes
- Well-developed communication and interpersonal skills and a demonstrated ability to work in a collaborative team environment
- Program/project coordination experience highly regarded
- Working knowledge of Microsoft Office applications particularly Excel and Word
- Demonstrated ability to adapt to new systems, processes and environments
- A current satisfactory Working with Children Check

### **PERSONAL ATTRIBUTES**

- Be a committed Christian with a strong passion for Biblically based Christian education
- Ability to work flexibly, willingly and collaboratively within a team environment
- Ability to work confidentially, with tact and discretion.
- Be organised in approach to work with a strong attention to detail
- Ability to meet tight deadlines