

## 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**

**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

**REPORTS TO:** Operations Coordinator

**NORMAL HOURS OF WORK:** Full time

### **PURPOSE OF ROLE:**

The Administration Assistant position reports to the Operations Coordinator and provides college administrative support including Student services in delivering student administration activities and associated tasks for the College. This role will also relief Reception and works collaboratively with all 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.

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

- Proven Administrative skills
- Ability to undertake a variety of tasks within timeframes
- Well-developed communication and interpersonal skills and a demonstrated ability to work in a team environment
- 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 strong attention to detail
- Ability to meet tight deadlines