

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 6, 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: Early Learning Administrative Assistant – Brooklyn Park

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 www.emmauscc.sa.edu.au under Staff/Positions Vacant)
- Applications can be emailed to 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 The Human Resource Manager on 8292 3888 or email HR@emmauscc.sa.edu.au

POSITION DESCRIPTION

TITLE: Early Learning Administration Assistant based at Brooklyn Park

REPORTS TO: Operations Coordinator and Director of Early Learning

NORMAL HOURS OF WORK: Part time; initially 20 hours per week

PURPOSE OF ROLE:

The Administration Assistant position reports to the Operations Coordinator and the Director of Early Learning and provides essential administrative support within a team including parent phone calls and enquiries, data entry, and finance duties as required. This role will also relieve Reception and works collaboratively with all support functions.

KEY RESPONSIBILITIES:

- Contributes to the administration and management of Xplor including establishing and documenting processes supporting the use of the system.
- Record absentees for ELC, resolving daily absentees, contacting guardians to legitimize absences.
- Complete government onsite attendance records.
- Notify Director of any significant change to student attendance requests.
- Conduct enrolment induction processes ensuring collection of required document and completion of paperwork in line with national requirements.
- Ensure all necessary data entering into Xplor is also entered into school system.
- Provide reports on student attendance as necessary.
- Maintain the integrity of the master attendance roll for invoicing purposes
- In consultation with the Finance Manager, manage family accounts and fee payments.
- Assist families with queries around Childcare Subsidy and Xplor statements.
- General administrative duties as required to support the ELC and the wider Emmaus Community
- Work within the College Administration team to ensure a high quality of service and support is provided across the school environment.
- 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 or ELC Director.

EDUCATION, EXPERIENCE AND SKILLS

- Proven Administrative skills and experience preference for a Childcare/ELC environment and working with related software and systems
- 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
- High level Microsoft Office applications particularly Excel and Word
- Demonstrated ability to adapt to new systems, processes and environments
- Proven record of high-level efficient customer service
- 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

ESSENTIAL CRITERIA

1. Demonstrate an enthusiasm to actively contribute to the Christian faith-based foundation.
2. A personal commitment to the Vision, Mission and Values of Emmaus Christian college.
3. Demonstrated high level of communication and interpersonal skills portraying a welcoming and friendly disposition and an ability to interact.
4. Displays an understanding of confidentiality within the school environment.
5. Demonstrates a high level of competency in file management systems, Xplor or similar database system) competent management and Microsoft Office Suite.
6. Be highly organised, able to work well within tight deadlines and have the ability to attend to numerous tasks simultaneously.
7. Current Senior First Aid Certificate (updated every 3 years)
8. Currently Mandatory Notification training (renewed every 3 years)
9. Ability to show initiative and be flexible and adaptable
10. Works cohesively in a team environment as well as working autonomously where required
11. Represents the college and early Learning Centre by providing a positive, enthusiastic and professional support and customer service environment.

DESIRABLE CRITERIA

1. Previous experience in the Childcare/ELC environment and working with related software and systems.
2. High level of skill sin Microsoft Word, Excel and related software
3. Provide record of high-level efficient customer service.