

## 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: Operations Coordinator**

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

Applicants should provide:

- A written application that addresses the Key Areas of Responsibility 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/about/employment](http://www.emmauscc.sa.edu.au/about/employment).)
- Applications can be emailed to [HR](#) 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, please contact The Human Resource Manager on 8292 3888 or email [HR@Emmauscc.sa.edu.au](mailto:HR@Emmauscc.sa.edu.au)

## DUTY STATEMENT

**TITLE:** Operations Coordinator

**CLASSIFICATION:**

**NATURE OF EMPLOYMENT:** Initial appointment 6 months

**NORMAL HOURS OF WORK:** 37½ hours per week / 48 weeks per year

**REPORTS TO:** Acting Head of Business Services

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## PURPOSE OF ROLE

Reporting to the Acting Head of Business Services, and working closely with the Human Resource Manager and Heads of School, the role coordinates the support resources for the College to ensure an efficient and effective workflow. Direct reports include Administration staff, First Aid, Uniform Shop, Canteen and Personal Assistant support roles.

## AREAS OF RESPONSIBILITY:

Provide essential administrative support and assistance including:

- Team coordination and 1:1 first line management support incorporating team meetings and operational support
- Co-ordinating Business Service resources, work flow and relief duties
- Conduct annual performance reviews with direct reports
- Oversee and manage training and PD requirements of direct reports with the support of the Acting Head of Business Services
- Coordinate team building activities in collaboration with the Acting Head of Business Services for the business services team
- Coordinate the preparation of staff administration rosters with the support of the Payroll Officer
- Back up payroll and finance support to the Head of Business Services and Human Resource Manager
- Any other reasonable duties as directed by the Head of Business Services, Principal, Human Resource Manager and/or Heads of School.

## PERSONAL ATTRIBUTES

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives. This includes demonstrating appropriate and professional workplace behaviours, assisting team members if required and undertaking other key responsibilities or activities as directed by the Head of Business Services.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

## Selection criteria

- A relevant degree or equivalent work experience and training
- Experience in a similar operational co-ordination, supervision and team building role in a school
- Demonstrated high level effective interpersonal, communication skills
- Ability to build, motivate and develop a high performing team
- Strong interpersonal and relationship building skills and an ability to successfully communicate and liaise with people at all levels, both internal and external to the College.
- Strong initiative, self-motivation and optimism
- Analytical skills with an ability to identify and proactively solve problems
- Ability to work confidentially, with tact and discretion.
- Proven Finance and Administration skills
- Strong attention to detail and data accuracy
- Sound organisational skills and the ability to work collaboratively with a range of stakeholders



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- Ability to support the growth of the college and develop systems and procedures where necessary
- Commitment to continued professional and personal development.
- Experience with Microsoft Office including proficiency in Word and Excel.
- A current satisfactory Working with Children Check (WWCC).