

School Assistant – Front Office

Position Title:	School Assistant – Front Office
Job Reference:	230502
Reports To:	Operations Coordinator
Nature of Employment:	Full time, 8am – 4pm, 45 weeks/year
Commencement Date:	ASAP or by negotiation

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.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

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.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose

The School Assistant – Front Office is the first point of contact for the Brooklyn Park Campus in the front office and provides general administrative support to staff of the campus, as well as first aid support for students. This role works closely with the broader Business Services team at Brooklyn Park to ensure smooth delivery of services to staff, students and parents.

Key Responsibilities

1. Front Office

- Create a positive first impression of the College and assist with the efficient operation of the front office area including:
 - Managing incoming telephone and other general enquiries
 - Welcoming visitors and managing sign-in
 - Photocopying
 - Maintaining Reception folders and records
 - Collect and post mail
 - Receiving and processing deliveries



- Daily monitoring of “enquiries” inbox
- Coordinate daily Temporary Relief Teacher administration
- Create and manage Brooklyn Park-specific procedures documentation for all Front Office tasks
- Maintain office, postage, kitchen and first aid supplies throughout the campus
- Maintenance of relevant office documentation
- Coordinate and maintain the campus Key Register
- Coordinate room and resource bookings for meetings held at Brooklyn Park Campus
- Coordinate petty cash and coordinate banking deliveries to South Plympton Campus
- Coordinate weekly Villi’s lunch orders
- Provide support to the PA to Head of Junior School (Brooklyn Park) for New Staff Inductions throughout the year
- Maintain general tidiness of Front Office and shared office spaces
- Liaise with maintenance and/or cleaning staff as required for any building or grounds issues
- Provide general administrative and other support to the broader Business Services team as required

2. First Aid

- First aid treatment of students
- Communication and liaison with parents as required
- Attend condition-specific training when necessary
- Maintain safe hygiene standards in the First Aid Room, e.g., disinfecting surfaces, washing of bedding
- Provide back-up support to other Front Office staff including:
 - Receive and process student Health Care Plans for parents
 - Maintenance of records and documentation
 - Safe storage, handling and administration of student medications
 - Preparation of first aid kits, student medications and Health Care Plans for camps and excursions

Selection Criteria

- Be a committed Christian with a strong passion for Biblically based Christian education
- Experience in a similar role in a school or other environment
- Working knowledge of Microsoft Office and Google applications
- Demonstrated ability to adapt to new systems, processes and environments
- Well-developed interpersonal skills and demonstrated ability to work in a team environment
- Ability to establish good working relationships with students, parents, staff and the broader College community
- Demonstrated ability to prioritise and effectively manage a wide range of tasks and at any given time
- Strong initiative, self-motivation and ability to work with limited supervision
- A current Working with Children’s Check
- A current First Aid Certificate (including Asthma and Anaphylaxis Training)

College Expectations

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 by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager
- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Support the policies and expectations of the College

Submitting Your Application

Closing Date: 9:00am Monday 22 May

Applicants should provide:

1. A written application that addresses the above selection criteria.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed [‘Application for Non-Teaching Position Form’](#).

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your email, please state the Job ID 230502.

For further information about this position, please contact Human Resources on 8292 3888 or email recruitment@emmauscc.sa.edu.au