



School Assistant – Student Services

Position Title:	School Assistant – Student Services
Job ID:	241107
Reports To:	Operations Coordinator
Nature of Employment:	Ongoing part time (3 days/22.5hrs per week), 46 weeks per year
Commencement Date:	13 th January 2025

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 completed Year 6 at Brooklyn Park, have 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

With a primary focus on Student Services and First Aid, the School Assistant – Student Services (job-shared between two part time staff) coordinates the Student Services functions of our Brooklyn Park Campus, as well as first aid support for students and staff. The School Assistant – Student Services works closely with the School Assistant – Front Office as one of the first points of contact for our Brooklyn Park Campus. The two staff members work side-by-side in their respective roles across a range of shared responsibilities, ensuring a smooth delivery of services to students, families and staff.

Key Responsibilities

Student Services

- Record and process daily absentee reporting, following up unexplained absences as required.
- Monitor Student Services (Brooklyn Park) email inbox and respond to enquiries.
- Monitor and follow up EdSmart permission slips for class camps and excursions, sending reminders to families as required.



- Maintain, update and archive student records and other information through the relevant database.
- Coordinate and facilitate annual school photo day/s for the campus.
- Assist with student reporting as required for internal or external parties.
- Coordinate departing student procedures for the campus as required.
- Write and send general communication to families as requested by of the Head of Junior School (Brooklyn Park).
- Coordinate annual stationery orders for following year's classes.
- Complete annual end of year student rollover procedures in conjunction with South Plympton Student Services team.
- Work closely with the South Plympton Student Services team and College Enrolments team to provide streamlined support to students and families.

First Aid

- Provide first aid treatment to students, including assisting with the safe storage and delivery of regular medication to students following relevant Medication and Health Care Plans.
- Provide first aid treatment to staff as required.
- Record-keeping and communication with parents/caregivers and other staff as required.
- Maintain safe hygiene standards in the First Aid Room, eg. disinfecting surfaces, washing of bedding.
- Receive and process student Medication and Health Care Plans, liaising with parents/caregivers as appropriate.
- Prepare first aid kits, student medications and Medication and Health Care Plans for camps and excursions.
- Attend condition specific training when necessary.
- Collaboration with the South Plympton First Aid team as required.

Front Office

Work alongside the School Assistant – Front Office to ensure the smooth delivery of services to students, families and staff, including assisting with:

- Welcoming visitors and monitoring sign-in.
- Receiving incoming telephone and other enquiries.
- Receiving and processing deliveries.
- Providing support for weekly lunch order deliveries and prepare emergency lunches for students.
- Maintaining general tidiness of Front Office and shared office spaces.
- Liaising with maintenance and/or cleaning staff as required for any building or grounds matters.
- Any other reasonable duties as directed by the Operations Coordinator.

Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord and a demonstrated passion for biblically-based Christian education.
- Commitment to the Christian ethos of the College and the Statement of Faith.
- Warm, approachable presence that ensures all visitors feel important and welcome.
- Passion for providing exceptional customer service and care, in particular working with and supporting junior school-aged children and their families.



- Strong verbal and written communication skills with excellent telephone manner.
- Well-developed interpersonal skills and demonstrated ability to work in a team environment, with the clear ability to establish good working relationships with students, parents, staff and the broader College community.
- Flexibility in prioritising and effectively managing a wide range of tasks at any given time, remaining calm under pressure and/or in emergency situations.
- Strong initiative, self-motivation and ability to work autonomously.
- Ability to work confidentially, with tact and discretion.
- Demonstrated ability to adapt well to new systems, processes and environments.
- Working knowledge of Microsoft Office and Google applications.
- Demonstrated experience working in a similar role in a school or other environment would be highly favourable.
- A current Working With Children's Check and RRHAN-EC Certificate.
- A current Senior First Aid Certificate (including Asthma and Anaphylaxis Training), or willing to obtain prior to start date.

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 Wednesday 20th November 2024

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' available via our website emmauscc.sa.edu.au/about/employment.

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 application, please state the Job ID 241107.

For further information, please contact Human Resources on (08) 8292 3888 or recruitment@emmauscc.sa.edu.au.