



School Assistant – Front Office

Position Title:	School Assistant – Front Office
Job Reference:	241108
Reports To:	Operations Coordinator
Nature of Employment:	Ongoing full time (37.5hrs 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 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

With a primary focus on the operation of the Front Office and First Aid, the School Assistant – Front Office provides general administrative and operational support to our Brooklyn Park Campus, as well as first aid support for students and staff. The School Assistant – Front Office works closely with the School Assistant – Student Services 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

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, email, and other enquiries, welcoming visitors and managing sign-in, receiving and processing deliveries.
- Assist with daily relief teaching administration by providing class notes, key/s, device/s to relief teachers as directed by the College's TRT Coordinator or Head of School.



- Maintain office, postage, kitchen and first aid supplies throughout the campus.
- Coordinate room and resource bookings for meetings held on campus.
- Coordinate and maintain the campus Key Register.
- Oversee campus petty cash float, invoice reconciliation and processing of purchase orders where required in conjunction with the College's finance department.
- Provide support for weekly lunch order deliveries and prepare emergency lunches for students as required.
- Maintain general tidiness of Front Office and shared office spaces.
- Liaise with maintenance and/or cleaning staff as required for any building or grounds matters.
- Provide general administrative and other support to the broader Business Services team as required or as directed by the Operations Coordinator.

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.

Student Services

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

- Processing student absences.
- Record keeping and maintaining student files.
- Sending general communication to families as requested by the Head of Junior School (Brooklyn Park).
- Receiving and processing annual stationery delivery.
- 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 and 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 241108.

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