

School Assistant – Front Office

Position Title:	School Assistant – Front Office
Job Reference:	260803
Reports To:	Operations Coordinator
Nature of Employment:	Ongoing full time (37.5hrs per week) Preferable, 45 weeks per year
Commencement Date:	Immediate start 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 from Christian families who are actively involved in their local church, and to other families who fully support their children's involvement in the Christian teaching, life, and expression of the school.

Our College operates as one school supported by a centralised leadership team, offering a continuous and seamless education pathway from Early Learning to Year 12 across three locations: Brooklyn Park Campus (Early Learning to Year 6), South Plympton Campus (Foundation to Year 12), and the Reynella Early Learning Centre.

Through providing excellence in education, our aim is that young people will:

- **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 (South Plympton) is the initial point of contact for visitors, staff, students and families attending the South Plympton Campus. In addition to creating a warm and welcoming environment and setting a standard of exceptional customer service, this pivotal role interacts with staff across the breadth of the College. Through the provision of comprehensive administrative support, the role works closely with the broader Business Services team to ensure smooth delivery of services to our community.

Key Responsibilities

- Create a positive first impression of the College through warm and friendly service, with a can-do attitude and team-focussed approach to work.
- Ensure the efficient operation of the front office and related areas, including managing incoming telephone, email, and other enquiries, welcoming visitors, receiving and processing deliveries, acting as the first point of contact for vendors/contractors, and ensuring tidiness of shared staff workspaces.
- Support College compliance activities, including maintaining compliance register and regular verification of compliance documentation.
- Oversee office supplies and stationery stock, processing regular orders as required.

- Monitor equipment and coordinate regular office maintenance as required.
- Assist with the provision of resources to daily Relief Teaching Staff as directed by the College's TRT Coordinator.
- Daily collection, sorting and delivery of mail, in addition to outgoing mail processes as required.
- Coordinate room and resource bookings for meetings.
- Maintain staff lists to support campus operations as required.
- Liaise with maintenance and/or cleaning staff as required for any building or grounds matters.
- Coordinate and maintain the campus Key Register in collaboration with the Property & Maintenance Manager.
- Oversee campus petty cash float, invoice reconciliation, processing of purchase orders and other finance support where required in collaboration with the finance department.
- Conduct regular audits of College organisational and informational documentation as required.
- Provide general, comprehensive administrative and other support to the broader Business Services team at the direction of the Operations Coordinator.
- Provide back up first aid treatment to students if required, including assisting with the safe storage and delivery of regular medication to students following relevant Medication and Health Care Plans.

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 supporting school-aged children and their families.
- Strong verbal and written communication skills with excellent telephone manners.
- 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.
- Willingness to learn and demonstrated ability to adapt well to changes of systems and processes.
- Working knowledge of Microsoft Office and Google applications.
- A current Working With Children's Check and RRHAN-EC Certificate, or willingness to obtain.
- A current Provide First Aid in an Education or Care Setting certificate, or willingness to obtain.
- Demonstrated experience working in a similar role in a school or other environment would be highly favourable.

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 31st August 2026

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 260803.

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

Please Note: We welcome applications from candidates seeking part-time employment. Please specify your preferred FTE in your application.