

PERSONAL ASSISTANT TO HEAD OF JUNIOR SCHOOL

Position:	Personal Assistant to Head of Junior School ELC-Year 6
Nature of Employment:	Ongoing part-time
Salary & Conditions:	School Assistants (NGS) Award Grade to be negotiated with the successful candidate
Normal hours of work:	16 hours per week /42 weeks per year
Commencement Date:	Late July/early August 2020
Line Manager:	Head of Junior School
Closing Date:	Monday 20 July 2020 at 9am

ESSENTIAL CRITERIA

- A committed Christian with a deep desire to serve Jesus Christ as Lord
- Excellent verbal and written communication skills and evidence of high-level interpersonal skills and experience in working with staff, parents and students
- Ability to work well both in a team and independently
- Demonstrated ability to be proactive with an ability to anticipate what may be required and to respond accordingly
- Demonstrated ability in problem solving, flexibility, attention to detail, priority setting, time management and effective electronic communication
- Highly organised, capable of multitasking and juggling competing priorities
- The ability to maintain confidentiality in all circumstances
- Flexibility of hours to support co-curricular activities of the College, some of which may be after hours e.g. Parent Teacher Interviews.
- Willingness to work weekly across both campuses – South Plympton and Brooklyn Park
- Ability to hit the ground running to provide essential support to HOJS

PERSONAL QUALITIES

- *“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” Colossians 3:12-14*
- *“Serve wholeheartedly, as if you were serving the Lord, not people.” Ephesians 6:7 (NIV)*

HIGHLY DESIRED SKILLS

- Proficiency in Microsoft Office: Outlook (diary and emails), Word, Excel, Powerpoint
- Proficiency in Google including Google docs
- An aesthetic eye for creating, and/or drafting, professional documents and displays

KEY RESPONSIBILITIES ACROSS BOTH CAMPUSES:

- **Event preparation** - Assist coordination of Junior School events and activities including correspondence, programs, bookings, location preparation, catering oversight, information to staff, etc. (see accompanying document for list of events)
- **Document and resource preparation** - correspondence, photocopying, filing, typing
- **Maintenance of HOJS electronic diary**
- **Assist with general administration** – rosters, calendars, document collection, letters, event registration, google docs
- **Communication on behalf of HOJS** – incoming telephone calls; communication with parents, administration staff, teachers
- **Purchase order preparation on behalf of HOJS**
- **Assist with educational display preparation**
- **HOJS Office and Board Room care** between meetings and across campuses
- **Assist with purchase and preparation of gifts and incentives**
- **Communication with JS Staff** on behalf of HOJS
- **Classroom support** (Brooklyn Park)
- **Other** - any other jobs as directed by the HOJS

KEY RESPONSIBILITIES – further unpacked

Responsibility	Examples of specific tasks
<ul style="list-style-type: none"> • Event preparation - Assist coordination of Junior School events and activities including correspondence, programs, bookings, location preparation, catering oversight, information to staff, etc. 	<ul style="list-style-type: none"> • <i>This includes but is not limited to: Grandparents & Parents Day, Mother's Day Stall, Father's Day Breakfast, Awards Ceremonies, ELC & F-6 Orientation Days, Parent Information Evenings, Parent Teacher Interviews, Tea and Tissues morning tea, Year 6 Graduation, Musical, Performance Assembly, Parent Rep Thank you Afternoon/Morning Teas, Easter Sights and Sounds.</i> • Assist preparation of event Risk Management forms • Communication on behalf of HOJS for dates, calendar booking etc • Quote/source/order catering; manage quality control of set up • Book end of year retreats, book Team lunch/dinners/meetings • Communication with Marketing personnel • Communication, on behalf of HOJS, with other stakeholders e.g. Front Office Reception • Requests for resourcing to assist events e.g. preparation of tea/coffee, sandwich boards, staff bulletin advertising, newsletter advertising • Communication with Parent Rep Coordinators of behalf of HOJS • Room/location preparation e.g. Staff meetings etc • Quality control of room/location set up • Quality control of clean up and communication with personnel across the school – may include cleaning aspects e.g. wiping of tables, materials removal for next user

<ul style="list-style-type: none"> • Document and resource preparation - correspondence, photocopying, filing, typing 	<ul style="list-style-type: none"> • Minute taking • Typing, drafting and editing of documents • Photocopying, laminating, photo printing
<ul style="list-style-type: none"> • Maintenance of HOJS electronic diary 	<ul style="list-style-type: none"> • Input of week numbers, enrolment interview blocks, negotiation of time swaps, colour labelling of campus locations, birthdays • Assistance with protection of overbooking - and the ability to stand firm to protect HOJS well-being • Prompting of key dates and events
<ul style="list-style-type: none"> • Assistance with general administration – rosters, calendars, document collection, letters, event registration, google docs 	<ul style="list-style-type: none"> • Communication with Students Services for sub-school and parent letter distribution • JS Google Doc calendar – regular update • Communication of Google docs working calendar to official school calendar • Reconciliation of JS rosters and schedules – beginning of each year/term; associated communication for staff bulletin • Drafting of files to update current and future events and schedules • Preparation of HOJS google docs for sharing/consultation with teachers • Collection and update of all JS Teacher timetables • Assistance with inclement weather rosters • Book and organise registration of HOJS in wider sector meetings • Shredding of confidential documents • Assistance with enrolment Interviews – will include ensuring front page data prepared
<ul style="list-style-type: none"> • Communication on behalf of HOJS – screen incoming telephone calls; communicate with Parents, Administration Staff, Teachers 	<ul style="list-style-type: none"> • Screen telephone calls and make diary bookings as needed • Ring parents on behalf of HOJS as required • Communicate with Parent Rep Coordinators • Ensure Staff Administration stake holders are aware of event details that impact their area
<ul style="list-style-type: none"> • Purchase Order preparation on behalf of HOJS 	<ul style="list-style-type: none"> • Ordering of HOJS materials and resources; may involve consultation of staff
<ul style="list-style-type: none"> • Assist with educational display preparation 	<ul style="list-style-type: none"> • Assistance with pin up board preparation – offices, corridors, etc • Assist with photo displays to ensure representative balance in pedagogy and learning
<ul style="list-style-type: none"> • HOJS Office and Board Room care between meetings and across campuses 	<ul style="list-style-type: none"> • Meeting and interview room preparation – refreshments • Check quality control of HOJS office presentation between meetings & across campuses– e.g. vacuuming, plant care, toy tidy/preparation for enrolment interviews, etc
<ul style="list-style-type: none"> • Assist with purchase and preparation of gifts and incentives 	<ul style="list-style-type: none"> • Purchase of incentive gifts / cards / thankyou's • Organisation of gift preparation e.g. Year 6 graduation bibles, label orders etc, staff matters
<ul style="list-style-type: none"> • Communication with JS Staff on behalf of HOJS 	<ul style="list-style-type: none"> • Reminders for meetings, documents, risk management forms, newsletter articles, etc
<ul style="list-style-type: none"> • Classroom support (Brooklyn Park) 	<ul style="list-style-type: none"> • Willingness to offer classroom support at Brooklyn Park Campus at the request of the HOJS
<ul style="list-style-type: none"> • Other - any other jobs as directed from the HOJS 	

SUBMITTING YOUR APPLICATION

Applicants should provide:

- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience, and work referees
- A written application that addresses the selection criteria (separate document)
- A completed Emmaus Christian College “Non-Teaching Application Form” (This form can be downloaded from our website www.emmauscc.sa.edu.au)
- Name and contact details of a Pastor who can provide a character reference, confirm participation in a Christian fellowship and a commitment to the Christian ethos of the College.
- Applications can be emailed to hheadland@emmauscc.sa.edu.au or posted to:

Mrs Heather Headland
PA to Principal
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email hheadland@emmauscc.sa.edu.au.