

Position Description

Position:	Personal Assistant to Head of Junior School
Employment Type:	Ongoing, 0.6 FTE – 1.0 FTE (Full Time), 46 weeks per year
Normal Hours of Work:	22.5 - 37.5 hours per week
Commencement Date:	ASAP or by negotiation
Line Manager:	Head of Junior School

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 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 provides Early Learning to Year 6. The South Plympton Campus provides Foundation to Year 12. Both campuses offer a seamless pathway to Year 12, where children who have completed Year 6 at Brooklyn Park, have guaranteed entry into Year 7 at South Plympton.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

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

To provide administration support and assistance to the Head of Junior School.

Key Responsibilities and Outcomes

Under the direction of the Head of Junior School, duties include:

- Maintenance of Head of Junior School's electronic diary
- Assist with general administration, including rosters, calendars, document collection, letters, event registration, Google Docs
- Communication on behalf of Head of Junior School, including incoming telephone calls, communication with parents, administration staff, teachers, external agencies
- Document and resource preparation, including correspondence, photocopying, filing, typing
- Secretarial support, including attend meetings, take minutes and follow up actions as necessary
- Event preparation – assisting with coordination of events and activities related to the relevant sub-school, including correspondence, programs, bookings, location preparation, catering oversight, information to staff, etc.
- Complement the College Marketing Team by having an aesthetic eye for creating, and/or drafting, professional documents and displays that align with College branding
- Undertake other reasonable duties as directed by the Head of Junior School

Selection Criteria

- Be a committed Christian with a strong passion for Biblically-based Christian education
- Excellent verbal and written communication skills, evidence of high-level interpersonal skills, and experience in working with staff, parents and students
- Willingness to work with a 'servant heart' approach within a team environment and also 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 personal and electronic communication
- The ability to maintain confidentiality in all circumstances
- Flexibility of hours to support co-curricular activities of the College, some of which may be outside of normal business hours
- Strong digital skills, including experience and proficiency in technologies such as Microsoft Office, Google Workspace, SEQTA and Edval

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 Head of Business Services and the College Principals.
- 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 27 March

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
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.

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