



**Flinders Christian Community College - Position Description**  
**Administrative Assistant**

**1. POSITION IDENTIFICATION**

<b>Title</b>	Administrative Assistant	<b>Level</b>	3
<b>Campus</b>	Carrum Downs Campus	<b>Agreement/Award</b>	Flinders Christian Community College Contract of Employment for General Staff – employed pursuant to the Educational Services (Schools) General Staff Award 2010
<b>Reporting To</b>	Office Manager Head of Middle School	<b>Date effective</b>	October 2018
<b>Last updated</b>	September 2018	<b>Position No.</b>	PC

**2. INHERENT REQUIREMENT**

**Purpose**

We bring hope and purpose to our community through Christian education.

**Vision**

To be a Transformative Christian Learning Community.

**Values**

**We value:**

- Love
- Faith
- Integrity
- Humility
- Grace
- Excellence
- Perseverance.

It is an inherent requirement that all persons employed at Flinders Christian Community College must model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

All employees must declare their unconditional agreement with FCCC:

- Purpose, Vision, Values, Philosophy of Christian Education, Goals
- Biblical Foundations and
- Biblical Beliefs and Principles
- Nicene Creed
- Apostles Creed.

The incumbent must have an in depth knowledge of the ethos of the College and the principles by which it operates and must be willing to support these unreservedly.

### 3. CULTURE AND VALUES

#### **Ethos**

All employees are expected to:

- Uphold at all times the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all
- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individual's personal interest and their duty to the College

You must support the College values conduct yourself in a way which is consistent with the ethos of Flinders Christian Community College.

Specific expectations of employees with Flinders Christian Community College are detailed in the College Policy Handbook which is attached electronically and also located on the Colleges' Moodle intranet. You must support the Flinders Christian Community College policies and conduct yourself in a way which is consistent with the policies and practices of the College.

### 4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

- a. Report all hazards observed including any potentially unsafe work practices;
- b. Report all incidents of injury or near miss;
- c. Actively Participate in all professional development and training regarding Risk management and OHS;
- d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College;

### 5. CHILD SAFETY

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

### 6. PURPOSE OF POSITION

The Administrative Assistant (Carrum Downs campus) reports directly to the Office Manager. The Administrative Assistant will liaise with all sub-schools, campuses and staffing levels of Flinders Christian Community College. This position is responsible for the effective provision of administrative support to the College.

## 7. WORKING RELATIONSHIPS

**Reports to:** Office Manager  
**Indirect report:** Head of Middle School

## 8. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p><b>OUTCOME: Vision and Strategy</b></p> <ul style="list-style-type: none"> <li>Provides administrative support for strategic initiatives as directed by the Head of Middle School.</li> </ul>	<p><b>Measurable outcomes</b></p> <ul style="list-style-type: none"> <li>Administrative support for strategic initiatives is provided to the Head of Middle School in an effective and timely manner.</li> </ul>
<p><b>OUTCOME: Customer Service</b></p> <ul style="list-style-type: none"> <li>Assist and respond to parent/student/staff queries via phone/email/in person.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to parent/student/staff queries in a professional and timely manner.</li> </ul>
<p><b>OUTCOME: Event Management</b></p> <ul style="list-style-type: none"> <li>Provides event management support for Middle School events in consultation with the Head of Middle School and other stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Official School events are supported administratively in accordance to the strategy and scope outlined by the Head of Middle School and other stakeholders.</li> </ul>
<p><b>OUTCOME: Operational Requirements</b></p> <ul style="list-style-type: none"> <li>Provide administrative support for day to day operations as directed by the Head of Middle School.</li> <li>Provides administrative support for Head of Teaching and Learning Middle School.</li> <li>Provide administrative support for PE.</li> <li>Provide administrative support for day to day operations as directed by the Office Manager.</li> <li>Any other duties as instructed by the Office Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Administrative support for operational requirements is provided in an effective and timely manner.</li> </ul>
<p><b>OUTCOME: Bus Bookings</b></p> <ul style="list-style-type: none"> <li>Manage the bookings of all buses for College excursions and camps. This includes the bookings of Ventura Coaches, Budget buses and the College mini buses.</li> <li>Liaise with staff regarding quotes and confirmation of bus bookings in a timely and efficient manner.</li> <li>Schedule staff bus drivers to drive the College bus.</li> <li>Provide all necessary paperwork to Tyabb Business Office for the Ventura Bus bookings.</li> </ul>	<ul style="list-style-type: none"> <li>Manage the bookings for all buses for College excursions and camps in a timely and effective manner.</li> </ul>
<p><b>OUTCOME: Information Management and compliance</b></p>	

- Provide timely and accurate data management for school requirements as directed by Head of Middle School.
- School information management is accurate and compliant at all times.
- Preparation and distribution of exam materials including NAPLAN in an effective and timely manner.

- To provide an accurate and timely record of student attendance.
- To provide an accurate and timely reports of underachieving students.
- To provide a timely update of student and parent handbooks

## 9. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

### Essential knowledge:

- High level competency in the use of Microsoft Office including Outlook, online resources and database solutions.
- Excellent organisational, time management, coordination, analytical and problem solving skills, together with a demonstrated ability to prioritise workload, work with competing demands to meet deadlines, be flexible in responding to changing work priorities with a demonstrated ability to anticipate and action work.
- High level interpersonal, communication and presentation skills including the ability to provide advice and support required by a range of stakeholders at all levels within and external to the organisation.
- Highly developed customer service skills, with an understanding of cross cultural issues.
- Ability to negotiate and deal with difficult issues in a sensitive and professional manner, coupled with conflict resolution skills; demonstrated ability to use tact and discretion in establishing and maintaining effective working relationships.

### Preferred knowledge

- Previous experience in an educational setting.

### Skills

#### Teamwork/collaboration

Developing and using collaborative relationships to facilitate the accomplishment of work goals.

#### Initiative

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive

#### Customer focus

Making customers (students and parents) and their needs a primary focus of one's actions; developing and sustaining productive customer relationships

#### Managing Work Priorities

Effectively managing one's time and resources to ensure that work is completed efficiently.

#### Planning and Organising

Establishing courses of action for self and others to ensure that work is completed efficiently.

### Attributes

#### Living the vision and values

Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.

<b>10. POSITION DIMENSIONS</b>	
<b>NUMBER OF STAFF DIRECTLY REPORTING TO POSITION</b>	0
<b>EXTENT OF DELEGATED AUTHORITY</b>	Operates with a high level of autonomy within routines, methods and procedures. Some discretion and judgment is involved in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
<b>LOCATIONS</b>	Carrum Downs campus
<b>ALLOWANCES/SPECIAL CONDITIONS</b>	NA
<b>SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS</b>	Current Working with Children Check Certificate II in First Aid
<b>OTHER IMPORTANT DIMENSIONS</b>	