

Position Description

Position Title	Kiss and Go Supervisor – Administrative Assistant – Lower Primary
Department	Primary Years
Reports To	Head of Primary Years
Key Reports	Deputy Head – Lower Primary
Overview	<p>The position of Kiss and Go Supervisor - Administrative Assistant – Lower Primary</p> <p>Reporting to the Head of Primary Years the Kiss and Go Supervisor - Administrative Assistant – Lower Primary is responsible for providing administrative support aligned to the College’s Strategic Intent.</p> <p>This position will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To provide daily administrative services particularly in relation to Lower Primary. • To assist in providing the College Community with the efficient and effective services in the Lower Primary Years through the development and maintenance of high-performance work practices and adherence to the mission and ethos of the College. • To provide and maintain basic first aid for the students from Years 1 – 4 (and maintain First Aid equipment for Prep). • To assist with traffic management (both pedestrian and vehicular) of the Prep Centre and Lower Primary. • Other responsibilities.
Committee Membership	NA
Selection Criteria	<p>SC1 - Demonstrated ability to initiate, organises and prioritises administration tasks.</p> <ul style="list-style-type: none"> ▪ The successful applicant will be required to follow direction, work collaboratively, meet deadlines and prioritise appropriately ▪ The successful applicant will be required to remain calm and focussed under times of challenge and competing priorities <p>SC2 – Demonstrated ability to be co-operative in a work environment and manage a variety of relationships</p> <ul style="list-style-type: none"> ▪ The need to demonstrate skill in working collaboratively with other staff members, parents and students. ▪ The need to demonstrate the ability to manage human relationships within the Lower Primary community and beyond. <p>SC3 – Demonstrated ability to communicate.</p> <ul style="list-style-type: none"> ▪ The Kiss and Go Supervisor – Administrative Assistant will need to demonstrate effective written and verbal communication skills. <p>SC5 – Demonstrates personal integrity</p> <ul style="list-style-type: none"> ▪ The successful applicant is required to model a high standard of personal integrity.
Hours of Duty	11am – 3.30pm Monday to Friday (Term time)

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Terms and Conditions	Classification – School Officer Award – Level 3 Tenure – Permanent, Part-time Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> .
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPIILY QLD 4068

Professional Behaviours	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	<ul style="list-style-type: none"> ▪ Current Blue Card ▪ Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. ▪ Appropriate qualifications in First Aid ▪ Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated May 2025