



KING'S COLLEGE

Christian Education Kindergarten to Year 12

Selection Criteria: Administration Assistant

Position: Administration Assistant

Position Status: Full-time

Classification: Education Schools General Staff Level 4.2

Reports to: Head of Administration / Business Manager

King's College, Warrnambool

Applicants should address each of the following criteria, providing relevant examples from their professional experience.

SC1 – High-Level Administrative Capability

Demonstrated experience providing high-level administrative support in a complex organisation, including the ability to independently coordinate administrative processes, maintain accurate records, prepare professional documentation and ensure administrative tasks are completed efficiently and within required timeframes.

SC2 – Organisation, Initiative and Judgement

Demonstrated ability to manage competing priorities, organise workloads, meet deadlines and work with a high degree of autonomy. Demonstrated initiative and sound judgement in identifying issues, resolving routine problems and determining when matters should be escalated.

SC3 – Communication and Customer Service

Demonstrated high-level interpersonal, written and verbal communication skills, including the ability to communicate professionally and effectively with a diverse range of stakeholders. Demonstrated commitment to providing a high standard of service and the ability to manage sensitive, challenging or confidential enquiries with professionalism and discretion.

SC4 – Systems, Technology and Data Management

Demonstrated high-level digital literacy and experience using Microsoft 365 and administrative information systems, including the ability to manage databases, spreadsheets, electronic records and confidential information accurately. Demonstrated ability to learn and adapt to new systems and identify opportunities to improve administrative processes through effective use of technology.

SC5 – Confidentiality, Compliance and Professional Integrity

Demonstrated understanding of and commitment to confidentiality, privacy, information management and professional integrity. Demonstrated ability to appropriately handle sensitive information and comply with organisational policies, procedures and legislative requirements, including Child Safe Standards.

SC6 – Problem Solving and Continuous Improvement

Demonstrated ability to analyse administrative issues, identify practical solutions and contribute to the improvement of systems, processes and service delivery. Demonstrated willingness to take responsibility for outcomes and proactively identify opportunities to improve efficiency and effectiveness.

SC7 – Collaboration, College Values and Christian Ethos

Demonstrated ability to work collaboratively and contribute positively to a professional team and wider school community. Demonstrated commitment to the Christian ethos, values and mission of King's College and a willingness to actively participate in the life of the College.