



Staines Memorial College

"Building a Community for Eternity"

PO Box 561, Redbank Plains 4301

info@staines.qld.edu.au

STAINES MEMORIAL COLLEGE - Position Description

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LAST UPDATED	5 October 2021		
REVIEW DATE	1 September 2019		

- POSITION TITLE:** Administration Assistant
- SECTION/SCHOOL:** Administration Team
- MAIN PURPOSE OF THE JOB:** To assist the administrative operations of the College.

All staff at Staines Memorial College are to actively work towards the fulfilment of:

⇒ our Mission: *Transforming Lives*

Children who join us at Staines will:

- ✓ Discover more of God's love for them and for others.
- ✓ Be developed in Character.
- ✓ Be academically strengthened.

⇒ and Vision: *"Building a Community for Eternity"*

The essential and obvious characteristics of a community for eternity will be:

- ✓ Love for God
- ✓ Love for Others, as you love yourself. (Matthew 22:37-39)

No matter where a child starts on their understanding of Jesus' love for them and their responsible actions that flow from that understanding, our challenge is to prayerfully develop young women and men in their faith.

- POSITION IN THE COLLEGE:**

DIRECTLY RESPONSIBLE TO: Administration Manager

DIRECTLY RESPONSIBLE FOR: Nil

The Administration Team is one of four Support Teams in our College, the others being IT, Bus and Property.

This currently is a part time role.

- KEY RESPONSIBILITIES:**

Responsibilities articulated in the College ["Enterprise Agreement"](#) and ["Code of Conduct"](#), apply to all staff.



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All staff are to ensure conformance to CCM Ltd values and policies in relation to workplace health and safety, striving towards zero harm. (NB CCM Ltd is the parent company of Staines Memorial College). This will involve:

- Integrate faith learning and practice. This will include providing Christian guidance and encouragement as appropriate to staff, students and clients.
- Promoting within your sphere of influence the importance of health and safety in the workplace
- Being vigilant and alert to potential and actual safety risks and hazards in the workplace and taking appropriate actions
- Embracing an active reporting culture of hazards, incidents and near misses
- Fostering a positive safety culture through being vigilant for the safety of yourself and others and not hesitating to intervene to prevent an unsafe act or condition
- Wearing Personal Protective Equipment (PPE) where required
- Understanding and following approved safety related policies and procedures.

All Staff need to be familiar and act consistent with the "[Behaviour Responsibilities Agreement](#)" which summarizes student, parent and staff responsibilities. (NB This contract is signed by families at enrolment.)

Responsibilities for this Position Description follow.

- Integrating faith, learning and practice is key to all we do. This will include providing Christian guidance and encouragement as appropriate to administration staff and to students and parents who seek support in the administration office. (Details of faith standards are articulated in the document [Christian Professional Standards for Support staff](#).)
- Our Administrative Assistants collectively perform a range of duties including administration support of college executive (Principal and Deputies), and college managers (Bus, ICT, Property, Kindy). Admin team oversight responsibilities include attending to HR, enrolments, finance, fees, WHS, PR, reception and community partnerships. As we grow as a college, team members tend to specialise in one or two key areas. Working effectively in a team environment is essential.
- The duties of team members are summarised in a document called Administration Roles. This document is usually developed cooperatively to ensure the diverse roles in administration are covered.
- Attends relevant staff meetings and other training and development sessions, as required.

The reception position is a key gateway role to the college. A person in this role has the task of helping all staff and visitors passing through feel valued, listened to and assisted. In terms of Reception for the Administration Office the following tasks apply.



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- Telephone and face-to-face customer service.
- Recording and delivery of phone messages.
- Preparation and sending of external email, mail and SMS.
- Coordinating appointments and interviews.

General Administration duties include

- Data Entry
- Administrative support to the Admin Team, Deputy Principals, Registrar and SWAN Team.
- Other general administration duties as required (refer to Administration Roles.)

6. ESSENTIAL QUALIFICATIONS:

Consistent with the Biblical basis of the College and with God's enabling, live as God's servant, bringing His Kingdom to earth. *Matt 6:9-14, Matt 22:37-39, Matt 28:18-20*

Accept and uphold the company's [Statement of Faith](#).

Committed to the College Ethos, Mission, Vision and Policies and Procedures of Staines as they relate to the scope of their position.

Additionally:

- Strong customer service and interpersonal skills;
- Good knowledge of Microsoft Office products, i.e. SharePoint, Outlook, Excel and Word
- Hold a current Positive Notice Blue Card for Child Related Employment

7. DESIRABLE QUALIFICATIONS:

- Exposure to similar role.
- Hold a Senior First Aid Certificate