



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	Administration Assistant - Relief
Reports to:	Executive Business Manager
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
Employment Type:	Casual

### Position Summary

South Coast Baptist College is seeking an Administration Assistant known for their warm and welcoming demeanour to join our Administration Team. This multifaceted role requires flexibility and adaptability to manage a variety of tasks within a dynamic school environment. Professionalism and friendliness are essential in meeting the needs of students, parents, staff, and visitors.

Exceptional verbal and written communication skills, along with strong administrative capabilities, are key attributes for success in this role.

### Job Description

The Relief Administration Assistant will perform a wide range of administrative tasks, including but not limited to:

- Assisting with various administrative tasks as directed by the manager.
- Answering and directing phone calls in a professional manner.
- Greeting and assisting visitors to the school.
- Managing incoming and outgoing correspondence, including mail and emails.
- Maintaining electronic and paper filing systems.
- Performing data entry and maintaining accurate records
- Scheduling appointments and meetings.
- Assisting with travel arrangements and expense reports.
- Ordering office supplies and maintaining inventory.
- Providing general administrative support to staff as needed.
- Assisting with special projects and events.

### Selection Criteria

Essential Criteria:

- Demonstrated experience in administrative roles.
- Strong interpersonal skills and ability to communicate effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational skills and attention to detail.
- Ability to multitask and prioritize workload.
- Flexibility to adapt to changing priorities and work schedules.
- Commitment to maintaining confidentiality and privacy standards.
- Availability to work on short notice as a relief staff member.



**Desirable Criteria:**

- Experience with administrative software programs (e.g., Compass, SchoolPro, Seqta).
- Familiarity with school administration procedures.
- First Aid certificate.

**General Requirements**

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
  - Following WH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
  - First Aid certificate.

**Other Matters**

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	