Job Description for Administrative Assistant – Teacher Support

Our Vision
Seeking the Kingdom of God in Education

Our Mission
We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

Preamble
Mount Evelyn Christian School's (MECS or “the School”) educational objectives are encapsulated in the School’s Mission and Vision and more specifically in the Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living). The School is a member of the umbrella organisation Christian Education National (www.cen.edu.au).

The heart of employment arrangements is to establish a dynamic, Christ-centred and mutually supportive framework between the Administrative Assistant (Teacher Support) and the School (through its appropriate leadership personnel) to assist in the ongoing establishment and furtherance of its mission and vision.

The relationship between the School and the Administrative Assistant (Teacher Support) shall be characterised by love, humility and service as taught in the Scriptures. Both share a common mission and a confidence that each will act in the best interests of the other in order that God's Kingdom may be advanced.

Employment arrangements between the School and the Administrative Assistant (Teacher Support) presuppose a biblical view of all offices which allows every person, by virtue of being a representative of God, to hold one or more offices to serve the Lord, and for which special competence has been given by the Lord. All such offices acknowledge an appropriate God given authority, which is also recognised, respected and upheld by the school community. These arrangements also presuppose that such arrangements between Christians shall reflect the commitment to one another’s welfare, sense of justice and desire to encourage what is taught in the Scriptures. These arrangements are between brothers and sisters in Christ, who recognize the gifts and roles of one another, and who desire that these gifts and roles can be exercised confidently and effectively for the benefit of the whole community.

Primary Task
The Administrative Assistant (Teacher Support):
- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the School (as articulated by the Board) and serve within the authority of the Student Services Assistant’s office to assist in the realisation of this direction.

Job Description
The primary task of the Administrative Assistant (Teacher Support) role is to complete administrative tasks requested by teaching staff, and to be 2nd receptionist on the front desk.
Job Details

Responsible to	Support Services Manager
Time Fraction	0.4 FTE (2 days per week, possibly spread over a number of days)
Holidays	4 weeks annual leave, 6 weeks unpaid leave to be taken in school holidays
Conditions	Level 3 under the Educational Services (Schools) General Staff Award 2010, and the
National Employment Standards (NES) within the Fair Work Act 2009

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Tasks Included</th>
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<tbody>
<tr>
<td>2nd Reception</td>
<td>• Support 1st Receptionist: assisting visitors, parents and students as required, answering phone queries, supporting 1st receptionist&lt;br&gt;• Provide back-up first aid</td>
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<td>Teacher Support</td>
<td>• Printing and copying&lt;br&gt;• Discipline recording &amp; communication&lt;br&gt;• Assisting with information&lt;br&gt;• Making bookings &amp; ordering&lt;br&gt;• Staff handbooks&lt;br&gt;• Document preparation/admin support&lt;br&gt;• Other tasks as requested by School Services Manager</td>
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Personal Attributes

The Administrative Assistant (Teacher Support) must:

- be friendly and welcoming
- be efficient and organised
- be flexible
- demonstrate initiative
- demonstrate attention to detail
- work well under pressure
- respect confidentiality

The Administrative Assistant (Teacher Support) must possess the following:

- effective communication skills
- the ability to prioritise
- high level document editing and proof reading skills
- strong interpersonal skills
- the ability to work effectively in a team
- high level computer literacy skills
  - MS Office – especially Word, Excel
  - Document publishing
  - Email