



Job Description

Position title:	St Philip's Christian Education – Administration Assistant
School / Entity:	St Philip's Christian College Cessnock
Reports to:	Head of Business Support Services (or Delegate)
Direct reports:	Nil
Award:	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021
Date created / revised	August 2023

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

Our organisation's core values are:

- Christ First - we want to honour Christ in all things.
- Serve One Another - we want to appreciate the unique God-given potential of each person.
- Strive For Excellence - we want to aim to do our very best all the time.
- Do What Is Right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

What's it like working in St Philip's Christian College Cessnock?

Staff at St Philip's Christian College Cessnock model Christian character and good moral behaviour that explicitly supports the Christian beliefs and values of the College. Staff uphold the St Philip's Christian College greater vision where 'every student enjoys a safe and secure learning environment and contribute to a positive, inclusive and productive College culture where staff, students and families feel valued and respected. St Philip's Christian College Cessnock encourages a cohesive culture by engaging with others in a meaningful, caring and authentic manner where priority is given to ensure the Christian growth of students and staff. St Philip's Christian College Cessnock encourages staff to pursue Professional Development and growth opportunities.

What's the focus of this position?

Supporting the Junior School Administrator and College Health Centre with administrative needs.

What you'll be doing:

- Support the Junior School Administrator with the smooth running of the Junior School Office (late arrivals, student travel arrangements, visitor management, and more).
- Effectively manage full receptionist duties when the Junior School Administrator is absent.
- Assist with data entry and/or administrative duties as directed.
- Provide and/or assist in the triaging/administering of students First Aid/medication needs and communicate effectively with the College Health Centre as required, ensuring accurate medical notes are recorded in TASS.



- Update student information according to record keeping procedures.
- Communicate with parents/carers as required via the appropriate communication channels.
- Assist by providing cover for administrative team breaks as directed.
- Work in collaboration with administrative team on whole school projects as required.

The essentials you'll need:

- A current paid Working With Children Check.
- Excellent working knowledge of the Microsoft Office Suite of products and a willingness to embrace new technologies.
- Maintain and build upon your professional expertise by participating in appropriate professional development courses.
- Uphold and support the mission, core values, vision, policies and aims of the College.
- Be a committed Christian and an active church member.
- Be passionate about Christian education.
- Lead by example with high professional standards in all aspects of College life.
- Demonstrate a high level of communication skills and demonstrates effective collaboration.
- Demonstrate effective conflict resolution skills and strategies.
- Demonstrate a high level of organisational proficiency.
- Be innovative, suggest and develop new and improved procedures.
- Maintain high standards and have a calm and methodical approach.
- Multi-task, prioritise workload and meet deadlines.
- Represent the College in a positive manner to the wider school community.
- Display discretion, confidentiality, honesty and integrity.
- Be positive, self-directed, empathetic, enthusiastic and highly motivated.
- Demonstrate adaptability, flexibility, resilience and manage work related pressures.
- Work cooperatively and collaboratively as a member of a team.
- Communicate accurately and consistently in a clear manner.
- Possess excellent interpersonal skills.
- Build positive, caring relationships with staff, students and their parents/carers
- Demonstrate the ability to work successfully with teachers, students, leaders and wider school community.

Other valuable skills you may have:

- Current First Aid Certificate is desirable. Training will be provided if you do not currently hold this qualification.

We'll encourage you along the way

No job description can capture the complexity of running a school. Therefore, this role will include other duties that may be required by the Principal. Job descriptions will need to be reviewed from time-to-time in order to ensure they remain relevant in a rapidly changing world.

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.



Acknowledgment:

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and that this will be an ongoing point of reference for discussions with my direct supervisor.

I affirm that having consideration of the inherent requirements of this role, there is no impediment to my ability to undertake the role in full.

Employee Name:	
Employee Signature:	
Date:	