



Job and Person

Specifications

DETAILS

Position Title:	Administration Assistant / Student Support Officer (SSO)
Sub School:	Junior School
Line Manager:	Finance Manager
Reporting Manager:	Business Director
Commencement Date:	January 2025
Tenure:	Permanent Part time 0.78FTE
Hours:	Monday to Friday, 7 hours per day, 40 weeks per year.

DIMENSIONS OF POSITION

The role of the Administration Assistant / SSO has a dual focus which combines providing administrative support and a pastoral care element to the students and families of the College.

As a member of the Tatachilla Lutheran community, this involves:

- assisting the Principal and other College staff in fulfilling the aims and purposes of Tatachilla Lutheran College, and to support and maintain the philosophy and ethos of the College;
“Teaching the Love of Christ for a fulfilling life which values self worth pursues excellence and serves others.”
- providing effective and efficient support to students and staff;
- model service as shown to us by our Lord and Saviour Jesus Christ;
- work in a team with other staff in providing administrative support to staff, support to parents and students

POSITION OBJECTIVES

The Administration Assistant / SSO will:

- (a) Support Tatachilla Lutheran College’s objectives by providing administrative and wellbeing support to the College community under the direction of the Finance Manager and relevant Head of School.
- (b) accept the delegated responsibility and authority vested by the Principal.

ACCOUNTABILITY

The position is accountable to the Principal through the Finance Manager.

JOB DESCRIPTION

The following responsibilities and accountabilities will be undertaken by the Administration Assistant / SSO:



General Administration:

1. Provide administrative assistance to the Head of Years and Sub-School Leadership team on all sub school operations and events.
2. Draft communications for Head of Years (e.g. parent, staff etc.) and review all other sub school communications before issued to parent community.
3. Work collaboratively with colleagues to review and improve all SSO and general administration processes (e.g. attendance, first aid etc.).
4. Optimise learning management system functionality and reporting.
5. Act as the administrative liaison for any college held parent events and student seminars.

Junior School Events Administration:

6. Ensure junior school compliance of the college's policies and procedures for excursion approvals.
7. Submit junior school events for approval through the college operations group.
8. In consultation with the Head of Junior Years, conduct junior school event reviews.
9. Manage and communicate the schedule for all events within the junior school (e.g. excursions, House events, Outdoor Learning Day, special weeks (science week, swimming week), Junior School Disco etc.).
10. Liaise with Junior School Teachers and event providers and manage the logistics of all event bookings as required.
11. Coordinate relevant parent communications and permission forms regarding events.
12. Develop the Junior School event budget in collaboration with the Head of Years
13. Manage all invoicing for Junior School events by liaising with the providers and college accounts payable.
14. Attend Junior School events (e.g. excursions) as required by the Head of Junior Years.

Student Service Support and First Aid:

15. Provide first point of contact for students and parents requiring information relating to College activities and events.
16. Provide parents and staff with easily accessible information upon request (e.g. class notices / activities / sporting events etc.)
17. Administer absentee records, reporting and follow up
18. Monitor students signing in and out of the College
19. Database management of Student and Family Records
20. Collect and distribute various forms on behalf of students and staff
21. Storage and tracking of lost property items
22. File management and a range of other administrative tasks as required
23. Administer First Aid as required
24. Maintain SSO area (e.g. ensure area is kept hygienically clean, stock is replenished, student medication is stored and managed accurately).
25. Ensure student's medical records and Health Support plans are correct and current
26. Provide prescribed medication as authorised
27. Maintain yard duty kits and 2-way radios
28. Supervise student eating when required.
29. Efficiently deliver messages to students as required.



General

1. Participate in co-curricular and extra-curricular activities as required, including whole College activities;
2. Be involved in the Professional Development Program of the College and display a commitment to continuous self-evaluation and lifelong learning;
3. Ensure compliance with OHSW policies and procedures;
4. Be up to date with and promote the various policies of the College;

Selection Criteria

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

- Valid RRHAN-EC certification or a willingness to undertake this prior to commencement.
- Valid Working with Children Check (WWCC)
- Current Provide First Aid Certificate (HLTAID011, HLTAID012).

PERSONAL SKILLS, ABILITIES AND APTITUDE

- Show a willingness to support and promote the Christian ethos of the College;
- Maintain a high degree of confidentiality and discretion at all times
Have excellent communication and interpersonal skills;
- Self-motivated with the ability to exercise appropriate initiative and prioritisation in the administrative support tasks.
- Exceptional communication in both oral and written communications.
- Adept at providing excellent customer service and conflict resolution.
- Diplomacy and patience to interact with a variety of personalities
- Be approachable, supportive and proactive in developing relationships with students and the College community
- Aptitude to work both autonomously and as a member of a team
- Be able to communicate effectively and work with staff, students and parents; and

KNOWLEDGE AND EXPERIENCE

- Previous extensive experience in an administration support role
- Excellent organisation and planning skills
- Experience organising events and coordinating resources
- Demonstrated ability to relate effectively to a diverse range of people;
- Conversant with data-base management;
- Strong ability using Microsoft Office and Google documents and ability to learn the efficient use of other software programs.

CLASSIFICATION LEVEL

- As per Lutheran Schools Enterprise Agreement



SELECTION CRITERIA

- **SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including worship and devotional life;
- **SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with parents, students and staff;
- **SC3** Demonstrated experience in an administration support role supporting a leader, involving planning and organisation;
- **SC4** Superior time management and the ability to prioritise tasks with conflicting timeframes;
- **SC5** Ability to write professional communications (emails and letters) for a wide audience;
- **SC6** Experience organising and administering small scale events (e.g. coordinating resources, making bookings etc).

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

APPLICATION PROCESS

APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

1. Write a covering letter of up to two pages, addressing relevant experience;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Director of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

Applications close on **4pm Friday, 6 December 2024**.