CONCORDIA COLLEGE

ADMINISTRATION ASSISTANT – ELC

Reporting to:	ELC Director
Location:	Early Learning Centre (ELC), St John's Campus, 20 Highgate Street, Highgate SA
Classification:	As determined by the College within *The Lutheran Schools SA Enterprise Agreement 2020* LSO Grade 2
Tenure:	Continuing
Time Allowance:	Part-time (30 hours/week Monday to Friday for 41 weeks/year)

ROLE DESCRIPTION

The Administration Assistant will support the teaching and leadership team to provide outstanding care to children aged three to five years and their parents/caregivers. As the first point of contact, the Administration Assistant will be expected to represent the ELC in a friendly and professional manner. Nurturing positive relationships with children, families and colleagues is a priority. The Administration Assistant will support the operations of the ELC office with direction from the ELC Leadership Team.
An ACECQA approved qualification in Early Education and Care is an advantage but not essential.
The Administration Assistant must carry out their role within the context of the Mission, Vision and Values of the College.

REQUIREMENTS

- current Working with Children Check, RRHAN-EC and First Aid accreditation (or willingness to obtain)
- experience working in a similar role in a school or childcare centre is preferred but not essential
- a commitment to the faith life of the College

SELECTION CRITERIA

Administrative tasks	- establish and maintain organised and efficient office systems - secretarial, receptionist and clerical duties - records management - data entry - liaise with Community Relations Department about enrolments - support educators with first aid and health management - assist with compliance to Early Childhood Education and Care National Law and Regulations - provide support to the ELC Director and Co-ordinator as required
Competencies	- a lateral thinker and problem solver - display professional judgement and initiative - appropriate knowledge of administration software - high level of competency in computer skills - data base management
Personal Qualities	- reliable and organised - exceptional attention to detail - flexible, multi-tasker - high level of confidentiality - collaborative team player - friendly, open, warm - proactive and positive communication style