

## ADMINISTRATION ASSISTANT

**Reporting to:** The Principal St Peters Campus

**Location:** The position will be located at Concordia College St Peters Campus, 71 Cumming Street, Blackwood

**Classification:** As determined by the College within the current *Lutheran Schools SA Enterprise Agreement 2024*.

**Tenure:** Ongoing

**Time Allowance:** 37.5 hours per week, 41 weeks per year.

### Role Description

The Administration Assistant is responsible for ensuring a welcoming, well organised, professional and effective Reception area or our St Peters Campus in Blackwood. The Administration Assistant has First Aid responsibilities and provides support to students in the Student Services area. The Administration Assistant will provide general services to students, the Principal, School Leaders, and others as needed. This role will require a willingness to assist others as the need arises.

### Essential Requirements

- Relevant qualifications and experience appropriate to the role
- a demonstrated commitment to ongoing professional growth through school-based initiatives, short courses, or other relevant development opportunities
- experience in using contemporary digital technologies
- current Working with Children Check and RRHAN-EC
- First Aid accreditation

## Selection Criteria

<b>Administration Assistant</b>	<ul style="list-style-type: none"> <li>• Ensure a welcoming, professional and well-organised Reception area</li> <li>• Provide First Aid support and assist students within the Student Services area</li> <li>• Deliver general administrative support to students, the Principal, School Leaders and staff as required</li> <li>• Accurately receive, record and distribute daily student attendance information</li> <li>• Manage multiple tasks calmly and efficiently during busy periods</li> <li>• Develops positive working relationships with colleagues</li> <li>• Demonstrate high-level digital competency and strong typing proficiency</li> <li>• Communicate effectively with students, parents, teaching and non-teaching staff, and community members</li> <li>• Work collaboratively as part of a team and actively support the ethos and values of Concordia College</li> </ul>
<b>Culture</b>	<ul style="list-style-type: none"> <li>• Demonstrates, expects and communicates behaviours that reflect the values and culture of the College</li> <li>• Has an understanding of and demonstrates a strong commitment to the ethos and practice of Lutheran schooling and Christian living</li> <li>• Establishes and maintains high expectations of staff and students</li> <li>• Acknowledges successes and encourages collegiate support</li> <li>• Contributes to College-wide initiatives</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• A lateral thinker and positive problem solver</li> <li>• Shows professional judgement and initiative</li> <li>• Strong knowledge of Microsoft O365, &amp; SEQTA (desirable)</li> <li>• Appropriate knowledge of relevant digital technologies</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Motivates and influences through strong communication and collaboration</li> <li>• Demonstrates excellent professional judgement, composure and resilience when faced with challenge</li> <li>• Openness to change and improvement</li> <li>• Ability to work in a demanding role, including working out of normal hours</li> <li>• Projects positivity and displays genuine enthusiasm and optimism</li> <li>• Consistently shows support for school wide policy initiatives and strategic plans, both within and outside the College</li> <li>• Displays personal integrity, honesty, resilience and courage</li> </ul>