

Position Description
Administration Assistant / Receptionist
Student Services – Senior Campus
Part Time / Term Time



OVERVIEW

Prince of Peace Lutheran College is a co-educational, independent, Christian school located at Everton Hills in the north-western suburbs of Brisbane. The College was established by the Prince of Peace Lutheran Congregation in 1984 to provide quality Christian education to the children of the community.

Prince of Peace Lutheran College offers classes on two sites from Kindergarten to Year 12 with approximately 730 students enrolled in 2016. The Junior Campus (K-6) is located at Rogers Parade West. The Senior Campus, 1 km away at Henderson Road, was opened in July 2009 and is currently home to Years 7 – 12.

JOB TITLE Administration Assistant / Receptionist Student Services

QUALIFICATIONS Senior Certificate in First Aid

ORGANISATIONAL RELATIONSHIP

Reporting To: PA to the Leadership Team, Senior Campus

Accountable To: Senior Leadership Team, Head of Senior Campus, Head of College

OBJECTIVES

- Ensure that the first point of contact with our community and visitors is undertaken in a positive, professional and polite manner; attending to their needs efficiently and effectively.
- Perform clerical duties in an efficient and effective manner ensuring a quality professional result.
- Administer first aid to students and staff as required.

POSITION

- The position is based at the Senior Campus. This position is part time - 5 hours per day (**8.00am to 1.00pm**) / 25 hours per week , term time (plus 4 weeks, totalling 43 weeks per year).
- Ideally the successful applicant will be able to work additional hours/days, if required, to accommodate staff leave eg, sick leave.

SPECIFIC ACCOUNTABILITIES OF THE ROLE

- All staff are required to contribute to the maintenance of the Christ-centred caring atmosphere and support the mission and aims of the College. Staff are required to be supportive of the ethos of the College by setting an example of personal conduct consistent with a Christian environment.
- The successful applicant must have (or be able to obtain) a current Working with Children Suitability Card (Blue Card).

DUTIES AND RESPONSIBILITIES

Priorities

- Answer queries from the students, parents, public and staff;
- Direct queries through the appropriate channels;
- Keep a record of students and staff signing in and out;
- Receive and allocate items to staff pigeon holes;
- Email and word process documents;
- Photocopy;
- Answer incoming calls and redirect where necessary;
- Take telephone messages and pass them on promptly by email;
- Perform other duties as directed in emergencies;
- Administer first aid to students and staff as required (including phoning parents of students and maintaining registers);
- Caring for, and comforting, sick or distressed students.

Skills, Experience and Qualifications

- Have excellent interpersonal and communication skills;
- Demonstrated ability to work in a team environment;
- Display problem solving abilities;
Excellent skills in Microsoft Office is required and essential to this position is a high proficiency in Publisher (or equivalent) and PowerPoint.
- Demonstrated experience in working in an administrative environment, with a clear service-based focus;
- Sound organisational ability;
- Senior certificate in First Aid, or be able to obtain this certificate as arranged by the College (*It is essential to maintain a current first aid and CPR certificate*);
- Experience in the use of basic office equipment – photocopiers, scanners and other relevant equipment;
- Experience in working with children would be well regarded.

Other Requirements

- Abide by the Code of Conduct explained in the College's Child Protection and Sexual Abuse policies;
- Abide by the College Privacy Policy;
- Abide by the non-smoking policy of the College.

HOW TO APPLY

- Please send a Resume/Curriculum Vitae that includes 2 Referees (e.g. Pastor, Current/Previous Employer)
- Include a covering letter that addresses the following Key Criteria (no more than 2 pages):

SELECTION CRITERIA

- SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including its worship and devotional program.
- SC2** Demonstrated personal and interpersonal skills that enhance positive relationships with all members of the community.
- SC3** Demonstrated skills and appropriate qualifications to fulfill the roles outlined in the *Skills, Experience and Qualifications*.
- SC4** Evidence of clear service focus; ability to meet deadlines; prioritise competing work demands and provide a high quality level of customer service to the people of the College and the wider community.
- SC5** Demonstrated levels of initiative, efficiency, perseverance and flexibility necessary to contribute to a learning community which values teamwork and the achievement of excellent outcomes at all levels of the organisation.

APPLICATIONS

Applications are to be marked **Strictly Confidential** and sent to the Head of College either by post or e-mail by **Monday 26 June 2017**:

Mr Philip Hlland
Head of College
Prince of Peace Lutheran College
20 Rogers Parade West
EVERTON HILLS QLD 4053

Email: kosborne@princeofpeace.qld.edu.au

NB: Information that is sent by e-mail should be in either Microsoft Word or PDF format.

If the Applicant has any known condition, which we may need to accommodate for at either interview, or for you to perform the duties of the position, please give detail as an addition to your application.

Enquires in the first instance are to be directed to:

Mrs Karen Osborne, PA to Head of College
Phone: 61 7 3872 5620 - Email: kosborne@princeofpeace.qld.edu.au