



# *Atlantis Beach Baptist College*

## **Administration Assistant (Reception) Duty Statement**

Atlantis Beach Baptist College seeks to employ a Christian, suitably qualified, dedicated and enthusiastic Administration Assistant. It is expected that the appointed person will work collaboratively with other staff.

Atlantis Beach Baptist College expects that all staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the College.

### **Duties and responsibilities of the Administration Assistant (Reception)**

The Receptionist/Administrative Assistant role contributes to the provision of quality services by providing reception and administrative support for Atlantis Beach Baptist College Primary School in a professional and efficient manner, which will reflect the College's mission, Christian values and reputation.

The Receptionist/Administrative Assistant is required to demonstrate initiative and work as an enthusiastic flexible team member in accordance with the College's office routines and procedures. Additional attributes required are:

#### **Essential**

- An ability to work with and relate to children and their parents
- Strong administration skills – organised, thorough, with meticulous attention to detail
- Excellent communication skills (verbal and written)
- Ability to work effectively under pressure and meet deadlines
- Excellent levels of computer literacy and touch-typing skills
- High level of proficiency in the use of Microsoft Office and Maze or SEQTA
- IT proficiency for the compilation and distribution of the College's fortnightly newsletter and contribute to the maintenance of the College's website
- The ability to create a positive, friendly impression with all people
- Ensure the front office and reception is clean, tidy and neat at all times
- Be proactive, punctual and reliable and perform your duties to a high professional and ethical standard
- Be well-presented and spoken
- Maintain a well-groomed and business like appearance
- Excellent telephone skills
- Vibrant, friendly, customer focused nature
- Enjoy dealing with people on a daily basis, being tolerant and polite but assertive
- Work collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community
- Provide College staff with professional administrative support including taking accurate and properly detailed messages/meeting minutes, word processing duties, letters etc.
- Follow and implement all relevant College policies and procedures
- Demonstrate the College values in attitude and practice
- Maintain a personal Christian faith
- Support and contribute to the Christian ethos of the College
- Actively "live out" the College's Christian mission

- Seek to resolve differences constructively
- Attend after hours and weekend College events as required

#### **Desirable**

- Previous experience in a school administrative role
- First Aid qualification
- The Receptionist/Administrative Assistant reports to the Principals.

#### **Other**

- Attend College functions, events and meetings in and out of schools hours and undertake duties related to their role in the College.
- Maintain and uphold the College's high standards of behaviour, work standards and uniform presentation as they work with and interact with students and their families.
- Fulfill all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.
- Endeavour at all times to demonstrate the College's values in attitude and practice.
- Maintain a personal Christian faith.
- Support and contribute to the Christian ethos of the College.
- Seek to resolve differences constructively.
- Other duties as requested by the Principals.

#### **Qualifications**

- The successful applicant will have excellent inter-personal and professional qualities, including compassion, high order written and oral communication skills, initiative and the ability to work as part of a team.
- Police Clearance and Working With Children Check required
- Full Time - Monday to Friday (0.85FTE)

#### **EMPLOYMENT DETAILS**

The position is part time 0.4FTE commencing July 13 2016, working 40 weeks per year during school term, and the first week of Term 1,2 and 3 school holiday. Five weeks annual leave is to be taken following the final staff day in Term 4 each year (ie Christmas/New Year period)

Working Tuesday and Thursday 15 hours per week as below

Tuesday 8am – 4.00pm (30 minute lunch break)

Thursday 8am – 4.00pm (30 minute lunch break)

Additional hours are required to work during busy periods and stock take, usually this is prior to the start of the school year and season changes and will be paid on an hourly basis or a negotiated leave in lieu arrangement made.