



Emmaus Christian School

Administrative Assistant to the Principal & Deputy Principals

The Administrative Assistant to the Principal and Deputy Principals will primarily support the Principal and Deputy Principals with general administrative tasks as directed. The Administrative Assistant will also be required to work collaboratively & cooperatively with the Personal Assistant to the Principal, supporting clear and effective communication to Emmaus families, staff members, students, and contractors. Additionally, as a part of a multidisciplinary team, the Administrative Assistant will have a front facing role in the School's office, assisting family enquiries and providing first aid to students as required.

1. Reporting Relationships

Reports to the:
Principal

2. FTE

FTE: 1.0 with salary and conditions consistent with the General MEA for support staff members. This position will be required during school terms and for one week of each school holiday period as well as relevant Professional Learning.

Responsibilities

2.1. Demonstrated commitment to:

- a faithful walk with the Lord Jesus Christ and membership of an evangelical Christian church;
- the School's vision, core values and strategic priorities;
- confidentiality & professionalism within the workplace;
- supporting the Principal and Deputy Principals; and
- the safeguarding of students.

2.2. Specific Responsibilities

- Deliver excellence in frontline service through outstanding interpersonal and communication skills, with a demonstrated ability to build relationship and engage effectively with students, staff, families, and stakeholders.
- Provide high quality administrative services (within deadlines)
- Evidenced communication skills, with the ability to liaise with students, staff, families, and other key stakeholders in the school community in a calm, professional and efficient manner.
- Maintain files and registers in first aid and child protection.

It should be noted that this job description is not exhaustive and the Principal may, at their discretion, vary the responsibilities of the Administrative Assistant Role as required.

2.3. Experience/Skills

- Evidenced experience in leading high-level administrative and organisational services.
- Exemplary skills in the use of Microsoft platforms.
- The capacity to adapt quickly to unfamiliar software programs.
- Evidenced experience in, and commitment to, dealing with confidential information consistent with Biblical, professional, and safeguarding standards.
- Evidenced capacity to work within and to lead teams.
- Evidence experience in event management



Emmaus Organisational Diagram Executive/Leadership Team

