



**Emmaus
Christian
School**

Position Description – Administration Assistant

1. FTE

FTE: 1.0

2. Purpose of the Position

Emmaus Christian School seeks a dedicated and talented Administrative Assistant who will embody and support the School's mission to nurture a Christ-centred community where students, staff, and families grow together in faith, love, and wisdom. This role involves providing administrative support to the school leadership and staff, ensuring the smooth operation of daily activities while reflecting the Christian values that underpin our school culture.

The role is suited to an someone who is highly organised and in possession of excellent, professional communication skills, together with a strong understanding of the principles of confidentiality. The role includes, but is not limited to:

- receptionist duties;
- financial functions such as account payment and payroll assistance;
- systems and data support, development & reporting; and
- student support including the provision of First Aid

3. Reporting Relationships

Reports to the Principal through the Deputy Principal (Operations) and the Finance Manager

3.1. Other key (non-reporting) relationships:

- The Executive Team
- Students
- Parents
- Administration Team

4. Responsibilities

4.1. Commitment to the School's vision and mission

- Actively contribute to fostering a Christ-centred environment.
- Welcome and engage with staff, students, and families in a manner that reflects

- Christian hospitality and care.
- Assist in organising and supporting school-wide events

4.2. Administrative Excellence

- Deliver excellence in frontline service through outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with students, staff, families and stakeholders, internally and externally.
- Provide high quality administrative services within deadlines, with attention to detail in the context of a high paced environment.
- Assisting with basic finance and payroll functions (with support and training provided)
- Maintain confidentiality and clear documentation.
- Support Emmaus staff in the use of administration systems, provide instruction and continue to build a library of Emmaus guides as needed
- Assist across the Admin team, including First Aid as required.

4.3. Experience/Skills

- Previous experience in a similar role providing liaison and administration services would be valuable

5. School Structure



Emmaus Organisational Diagram Executive/Leadership Team

