

Relief Administrative Positions

Non-teaching staff at Emmaus Christian School are committed Christian professionals who serve with integrity, initiative, and a heart for community. They are proactive and dependable individuals who value building respectful and supportive relationships with students, families, staff, and the wider school community. With strong communication skills, effective use of Microsoft Office applications, and a service-oriented approach, they can work reliably and cooperatively within a team environment in support of the school's mission and values.

Emmaus Christian School is seeking interest from casual administrative staff who are willing to serve the school community by providing support during short- and long-term absences. Opportunities may be available across a range of areas including Reception and general administrative support.

Relief Administration staff report to the HR & Administration Manager.

Selection Criteria

Essential

- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised and detail orientated, with strong problem-solving skills and the ability to manage multiple priorities effectively.
- ❖ Demonstrated experience in providing administration support and liaison services within a busy office or school environment.
- ❖ Proficient use of Microsoft applications, including Word, Excel, Outlook and Teams.
- ❖ Ability to quickly learn and adapt to new and unfamiliar software systems and digital tools.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.
- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.