



**HOPE**  
CHRISTIAN COLLEGE  
A Ministry of Cairns Christian Church

## General Administration and Clerical Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

Administration and Clerical work is an important role at Hope Christian College. Administrative and Clerical Assistants will be able to work as part of a team and will also be able to work independently. They will form a good working relationship the Office Manager. They will be directly responsible to the Office Manager and the Business Manager (and Principal). They will be skilled in the areas of technology, written and verbal communication planning, office work and Human Relations.

### Personal Qualities

- A member of the General Administration and Clerical staff will have the following personal qualities:
  - Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
  - Highly organised and motivated
  - Creativity
  - Highly interpersonal, able to communicate with parents and younger and older students and staff
  - A Professional demeanour
  - Able to maintain confidentiality
  - Personal Integrity

### Duties

- Day-to-day administrative and clerical duties as directed by the Office Manager including but not limited to:
  - Filing
  - Typing
  - Photocopying
  - Receipting
  - Electronic communication
  - Compliance paperwork
- Front Office receptionist as required
- First aid as required
- Student records management, data input and management
- Any other duties as directed by the College

### Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
  - Working with Children Check
  - Responding to Abuse and Neglect training (full day)

### Desirable Qualifications

- Certificates in fields related to office work and administration or working in a schooling environment, or as advertised in positions vacant notifications

**Tenure:** Ongoing employment

**Level:** Grade 1 Assistant, Administrative

**Hours:** 0.7 FTE

**Weeks per year:** 40 school term weeks plus 2 weeks prior to student commencing each year