



HOPE
CHRISTIAN COLLEGE
Hope Opportunity Promise Excellence

Administration Assistant

About the College: Hope Christian College is an R-12 College with 800 students in the Northern Suburbs of Adelaide. Our Mission statement is: *Developing the whole child in a caring, nurturing environment in the knowledge of the gospel of Jesus Christ.*

The Vacancy: The College is looking for an enthusiastic Christian who has the appropriate experience to work in the busy Student Services environment. This role will involve working closely within the Admin Team. This person must be willing to work on the busy front desk as well as relieve for First Aid presentations.

The role is 1.0 FTE during school term weeks only (40 weeks) + 2 weeks prior to the commencement of the school year. Some term break work may occasionally be required.

Requirements:

- First Aid certification and Administration experience in a busy environment are essential
- Ability to multi-task & a passion for working with children
- Proficiency in the Microsoft suite of programs
- A professional demeanour & excellent interpersonal skills.
- Current Working with Children Check
- Current Responding to Abuse and Neglect Training

Please see www.hopecc.sa.edu.au for application forms.

Applications to be forwarded to:

The Principal
Hope Christian College
213 Yorktown Road
CRAIGMORE SA 5114

Application closing date: Friday July 10th