



HOPE
CHRISTIAN COLLEGE

Administration Assistant 2022 commencement

Hope Christian College is an R-12 College with 920 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 College is looking for an enthusiastic Christian who has the appropriate experience to work in the busy Administration Office.

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:

- Administration experience in a busy office environment
- Ability to multi-task, excellent interpersonal skills
- Proficiency in the Microsoft suite of programs

The successful applicant will need the following prior to commencement:

- a Working with Children Check
- Responding Risk of Harm, Abuse and Neglect Training
- First Aid certification

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

Applications close Friday 19/11/21