



HOPE
CHRISTIAN COLLEGE
A Ministry of Craigmore Christian Church

Assistant to the Head of School Role Statement

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

The Assistant to the Head of School Assistant is an important role at Hope Christian College. The Assistant will work directly with the Head of School to whom they are appointed (Junior, Middle or Senior) and also be able to work as part of the broader support staff. They will be able to work as part of a team and will also be able to work independently. They will be directly responsible to the Head of School to whom they are appointed. They will form a good working relationships with other College staff.

Personal Qualities

A member of the School Support staff will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship, as interpreted in the *HCC Staff Code of Conduct* and the *HCC College Purpose & Vision*
- A desire to support the education of children and young people within a Christian worldview
- A professional demeanour and attitude
- Able to maintain strict confidentiality
- Capable of multi-tasking
- Well-organised and detail oriented
- Excellent interpersonal skills with College leadership, staff, parents and students of all ages
- Personal integrity.

Duties

Secretarial assistance (including but is not limited to):

- Respond to phone calls, emails, letters, directing inquiries to the appropriate Head of School
- Clerical duties as assigned by the Head of School
- Taking minutes in meetings
- Written correspondence as directed
- Manage schedules and calendars
- Arrange, coordinate and schedule Head of School appointments with parents, staff, students and service providers
- Undertake errands consistent with the support role

Absence resolution (including but is not limited to):

- Work with class and Home Group teachers, Coordinators and their Head of School in relations to unresolved student absences
- Ensure that persistent absenteeism is being followed up appropriately
- Arrange, coordinate and schedule appointments with staff, parents, students and service providers
- Complete Term Persistent Absenteeism and Truancy Reporting/Request for Support (ED171)
- Work with appropriate Head of School to inform the Chief Executive of AISSA and the DEDC Engagement Officer in regards to persistent absences

Other duties:

- Data entry
- Assist with coordination and organisation of sectional events
- Any other duties as required by the Head of School or Principal.

Before an appointee is able to commence work at Hope Christian College they must have a current:

- Working with Children Check (WWCC) clearance
- Responding to Risk of Harm, Abuse and Neglect training (full day) certificate.

Tenure: Ongoing, permanent employment
Level: Grade 2 Assistant (Administration Stream)
Hours: 22.5 hours/week (0.6FTE), preferably 8.30am - 1.00pm but negotiable over 41 weeks

JOB AD

Essential requirements

- Past secretarial/administration experience
- Previous experience as an assistant (a Certificate of Diploma in Administration or similar will be highly regarded)
- Proficiency in MS Office
- Minimum typing speed of 50wpm.