



## POSITION DETAILS

REPORT TO:	ELC Executive Director
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 1

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Administration Assistant position is based at the Kings Park Corporate Service Office and is accountable to the ELC Accountant.

## POSITION OVERVIEW

<b>Position Summary</b>	The ELC Administration Assistant is responsible for providing a range of support services for Sunrise Christian School Early Learning Centres including providing support to ELC finance staff.
<b>Reporting / Working Relationships</b>	<ul style="list-style-type: none"><li>Administration Assistants are accountable to and under the direction of the ELC Accountant.</li><li>Administration Assistants should maintain and foster positive relationships with all staff.</li><li>Administration Assistants should maintain thorough communication with all Directors and ELC Accountant where required.</li></ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>Some out of hours work may be required</li></ul>



## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
<b>General Tasks</b>	<ul style="list-style-type: none"><li>• Record management including archiving</li><li>• Preparation of enrolment packs and update as required</li><li>• Add new enrolments to Enquiry tracker</li><li>• Edit and proofread documents as required</li><li>• Assist in various applications</li><li>• General administration duties as required</li></ul>
<b>Accounts Receivable</b>	<ul style="list-style-type: none"><li>• Assisting with payment plans to ensure fees are paid within what is outlined in the accounts receivable procedure</li><li>• Process of direct debits payments</li><li>• Assisting parents in fee related enquiries</li><li>• Assisting in following up of outstanding accounts receivable</li><li>• Assist in reporting of accounts receivable</li></ul>
<b>Family Accounts</b>	<ul style="list-style-type: none"><li>• Assist in processing VISA approvals and updates</li><li>• Assist in preparing Universal Access reporting</li><li>• Assist in processing Inclusion funding receipts</li><li>• Provide assistance with administrative tasks including: process Additional Child Care Subsidy (ACCS), establish payment plans, conduct receipting, prepare end of month reporting, set up family account in enrolment process and process late collection fees</li><li>• Assist with liaising with families and outside agencies such as Child Care Management System (CCMS) and the Education Department</li><li>• Assist in entering family account records in CCMS accurately</li><li>• The position will be reviewed as the role changes and will be appraised on a regular basis.</li></ul>



## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• While no formal qualifications are required, relevant experience will be highly regarded.</li></ul>
<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li><li>• A recent National Police Clearance Check.</li><li>• Sexual Harassment Awareness Training</li><li>• Protective Practices Training</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Demonstrated experience in an administrative role.</li><li>• Experience in working as part of a team.</li><li>• Experience in recovering outstanding accounts receivables.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of administration systems and processes</li><li>• Knowledge in financial and administration systems and processes</li><li>• Sound knowledge of general administrative functions</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills to successfully engage a range of stakeholders.</li><li>• To be organised and focussed</li><li>• To have effective verbal and written communication skills</li><li>• The ability to work as a member of a team in a manner that fosters the support and co-operation of team members.</li></ul>



# JOB & PERSON SPECIFICATION: ADMINISTRATION ASSISTANT

	<ul style="list-style-type: none"><li>• The ability to complete variable workloads to a high standard and to imposed deadlines.</li><li>• High level of ICT proficiency and application in the use of Word and Excel.</li><li>• Ability to work autonomously once tasks are delegated.</li><li>• Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.</li><li>• The ability to work with all levels of staff and management.</li><li>• Ability to deal with difficult families in a calm and patient manner.</li><li>• To have drive and commitment to the project</li><li>• To have a desire for ongoing training to have initiative surrounding learning</li><li>• To take responsibility for actions and be a proactive problem solver</li><li>• The ability to complete variable workloads to a high standard and to imposed deadlines.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• A mature faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li><li>• To have a desire to provide the best possible service every day.</li><li>• Be reliable.</li></ul>

## DESIRABLE CHARACTERISTICS



# JOB & PERSON SPECIFICATION: ADMINISTRATION ASSISTANT

<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience in Early Childhood Education would be advantageous.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the Sunrise Christian School community would be advantageous.</li></ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The ELC Executive Director may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by:   
Executive Director Sunrise Christian School ELC

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_