



Administration Assistant Position Description

Job Title:	Administration Assistant
Reporting To:	Business Manager
Employment Status:	Part Time (Thursday & Friday, 5 hrs per day), Term Time
Performance Review Period:	6 months

Purpose of the position

The College is seeking an experienced and service-focused individual to support Reception and Student Services, providing high-quality front-of-house service and student attendance administration, first aid support when required, and responding to enquiries from students, staff, parents and visitors. The role also supports other administrative and non-teaching staff across the College with general administrative duties, and contributes to a welcoming, professional and well-organised environment.

*St Andrews Christian College has a commitment to child safety,
and has zero tolerance for child abuse.*

*Every person working within the St Andrews Christian College community is responsible for the care and
protection of students and reporting information about child abuse.*

Key Responsibilities

Reception

- Greet and respond to enquiries from visitors, parents, students and staff;
- Sign in and issue visitor passes to all visitors entering the College;
- Answer incoming telephone calls on main switchboard, ensuring all calls are handled in a professional, courteous and helpful manner;
- Keeping the Reception area clean and tidy, updating notice boards, maintaining College literature on display;
- Monitoring emails and distribution of mail/deliveries;
- Provide administration support to staff requests.

Student Services

- Assist with student attendance:
 - Follow-up roll marking and process student absences;
 - Issue late passes;
 - Send text messages to parents advising of student absence.

- Back Up Sick Bay:
 - Provide first aid assistance and care to students and staff attending sick bay;
 - Contact parents, when necessary, regarding students' first aid treatment;
 - Issue first aid kits for excursions, camps and sports activities.

Other Tasks / Responsibilities

- Provide support to finance and other administration staff as required;
- Attend and participate in staff devotions;
- Attend out-of-school hours events as required;
- Cover staff absences when required;
- Other duties requested by the Principal and/or the Business Manager.

NOTE: The above is a summary only of the main duties - it is written broadly to indicate the range of duties to be performed.

Key Selection Criteria

- An active, strong personal Christian faith and regular attendance at a Christian church;
- Welcoming and bright telephone manner;
- Excellent computer skills – including intermediate to advanced knowledge of Microsoft Office applications;
- A strong commitment to providing high quality customer service;
- Ability to relate to parents, students, staff and members of the general public in a professional and friendly manner;
- Ability to remain calm and think clearly under pressure;
- Experience in a similar, or customer service role;
- Holds a current First Aid Certificate and/or preparedness to obtain required certificate;
- Satisfactory Working With Children and National Police Records checks;
- Hold a current driver's license.

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Belief, Mission and Purpose;
- Able to model Christ in all aspects of work and in relationships within the College community;
- Professional presentation, effective interpersonal and communication skills;
- Ability to work independently and as an effective team member;
- Actively pursues best practice in all areas of responsibility;
- Readily adjusts to changes in the work environment;
- Dependable and trustworthy, with the ability to maintain confidentiality and carefully manage the level of disclosure when handling sensitive matters;
- A strong willingness to assist others, demonstrating a proactive and supportive attitude in providing help whenever it is needed.

Employment Conditions

- Hours of work: 8:45 am to 1:45 pm, term time only.
- Salary would be commensurate with skills and experience.
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Student Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

November 2025