

# LAUNCESTON CHRISTIAN SCHOOL

## POSITION DESCRIPTION



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| <b>POSITION TITLE:</b>      | <b>Administration Assistant – Student Support</b>                         |
| <b>APPOINTED BY:</b>        | Board of Directors  |
| <b>RESPONSIBLE TO:</b>      | Head of Student Support   |
| <b>AWARD:</b>               | LCS Support Staff Enterprise Agreement 2021                               |
| <b>WAGE LEVEL:</b>          | Admin II<br>(Wage level 3 – 4 depending on experience and qualifications) |
| <b>EMPLOYMENT FRACTION:</b> | Part time: 22.8 hours per week – days by negotiation<br>(Term weeks only) |

### POSITION SUMMARY

Bringing a Christian perspective to bear in all aspects of work, the Administration Assistant will work as a member of the Student Support team and is responsible for providing a range of administrative services to the staff of Launceston Christian School.

The successful applicant will offer specialised administrative support to various Student Support departments as required, faithfully, flexibly and innovatively approaching existing and new projects and tasks. Education Support administration is a significant focus within the role. Given your access to highly sensitive information, you will demonstrate a high level of integrity, discretion and discernment whilst maintaining confidentiality. The ability to provide a compassionate and understanding reception to students in distress, those neurodiverse, or from different cultural backgrounds, is highly desirable.

### SKILLS, EXPERIENCE AND RESPONSIBILITIES

#### Relational:

- Excellent communication and interpersonal skills
- Ability to meet deadlines and achieve desired outcomes through excellent organisational skills
- Ability to prioritise high levels of workloads from competing stakeholders
- Ability to work under pressure, using knowledge and initiative to solve problems effectively
- Flexibility and willingness to work outside your comfort zone for benefit of the team and its work
- Ability to work independently, be self-motivated and proactive
- A desire to contribute to and enhance a cooperative, collaborative and prayerful team environment
- Ability to process sensitive information and maintain confidentiality
- Compassionate approach to students with special education needs and disabilities, those affected by negative life circumstances, migrants and refugees, and their families
- Willingness to embrace change and challenge with the team, and to be part of continual improvement

**Administrative:**

- Develop and maintain administrative processes and resources that support the Support Team in doing its work directly with students
- High level of written English skills and the ability to proofread documents to a high standard
- Creating or sourcing resources that support the work of the team
- Supporting data collection and collation
- Creating letters, posters, Hub posts, etc, that are an interface between the Support Team and the school and wider community
- Recording meetings and assisting with internal team communication and administration
- Assisting with the planning, preparation and risk assessments for Support Team events
- Provide practical support for Support Team work
- Provide specific support to ensure that legal, mandated and required standards are complied with
- Support the Education Support Unit through administration of education plans and collation of evidence of adjustments provided to students
- Prepare, manage and communicate student Health Support Plans and other plans for high-risk students
- Show attention to detail to ensure work accuracy
- High level of computer literacy including use of the Microsoft suite of programs, with a willingness to learn school-specific databases
- General admin tasks
- Prior experience using **The Alpha School System (TASS)** School Management System and **Schoolbox** Learning Management System would be desirable
- Previous experience working in a school environment would be an advantage, but not essential

**Other Responsibilities:**

- Adhere to Launceston Christian School's Code of Conduct
- Familiarisation with school policies
- Attendance and participation at Devotions and other staff meetings when required
- Assist in playground and afterschool duty as directed
- Participate in staff devotions, prayer and staff sharing times
- Participate in staff appraisals
- Participate in Professional Development activities. All staff are expected to attend staff development and curriculum days as determined by the Principal or their delegate
- Complete/Report any incidents or hazards as soon as possible
- Develop and maintain positive and professional relationships with staff and students
- Undertake relevant training and development as and when required
- Attend camps and excursions as required
- Attend all Awards nights, assemblies, carnivals, school performances and informative meetings as required
- Other reasonable duties as required by Heads of School or Principal

## WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
  - (a) Take reasonable care for his/her own health and safety
  - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
  - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act
  - (d) Co-operate with any reasonable policy or procedure of the School relating to health and safety
- Report any potential hazards or perceived risks promptly using the School's online forms
- Report any incidents involving injury to themselves or others as soon as possible
- Report any incidents involving damage to buildings, plant or equipment as soon as possible

## CONDITIONS OF EMPLOYMENT

- Conditions of Employment are outlined in the LCS Support Staff Enterprise Agreement 2021 and the National Employment Standards
- Employees must be committed and active in their relationship with Jesus Christ, evidenced by regular attendance and engagement with a local church community. The expression of that faith will be consistent with LCS's Statement of Faith
- All staff are expected to comply with all school policies and adhere to the LCS Staff Code of Conduct
- Hold and maintain a current Working with Vulnerable People (Employment) Card
- Annual completion of relevant Child Safety and Duty of Care online compliance modules
- Ability to obtain and successfully complete First Aid training (HLTAID011)

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Our organisation takes safeguarding children and young people seriously, and as an employee of Launceston Christian School, you are required to meet the behaviour standards outlined in our Staff Code of Conduct. You will receive a copy of the Code of Conduct as part of your onboarding.

In our delivery of services to children and young people, Launceston Christian School requires the highest level of ethical and moral practice. As part of your safeguarding duties, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report **any** suspicions, concerns, allegations or disclosures of alleged abuse, to management
- report any breaches of policy by staff, however minor, to Launceston Christian School management
- maintain valid Working with Vulnerable People (Employee) documentation
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people
- ensure all Launceston Christian School policy compliance is met in a timely manner