



POSITION DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.



POSITION TITLE: Administration Officer (part-time) 2025

EMPLOYMENT CLASSIFICATION:	School Administration Services
REPORTS TO:	Office Manager Principal
POSITIONS REPORTING TO THIS ROLE:	NIL
AGREEMENT/AWARD:	General Staff Multi-Enterprise Agreement 2023
COMMENCEMENT LEVEL:	Level 3 Step 1 – School Core Service

THE COLLEGE

Wagga Wagga Christian College is seeking a passionate and dedicated Christian Administration Officer with a unique opportunity to join a dynamic team.

The wider College has a P-12 enrolment of around 620 students.

The College is governed by a Board of Directors and is associated with Christian Education National.

THE ROLE

The role of the Administration Officer - Support Staff is to provide clerical support to the Office Manager and Administration of the Wagga Wagga Christian College. This role is responsible for organising and coordinating office operations and procedures in order to ensure effectiveness and efficiency in Administration.

Other duties as requested by the Office Manager.

Responsibilities:

- Promptly and accurately process excursion and activity applications & risk assessments
- Accurately undertake spreadsheeting, word processing and produce reports as required
- Accurately maintain and update database records in Compass student management system
- Upload documentation to various software packages within the school setting
- Reception duties as required
- Other duties as specified by the Office Manager
- Ensure filing systems are maintained and current
- Ensure security, integrity and confidentiality of data
- Resolve customer inquiries and complaints in accordance with policy
- Liaise with Finance staff regarding excursion & activity budgets
- Work with teaching and other staff to strengthen and improve process and work practices to ensure outcomes are achieved
- Maintain a safe and secure working environment
- Actively participate in meeting the first aid requirements for the College students, staff and visitors within the College Health Care policy and procedures
- When required, administer first aid to students within the guidelines of the College Health Care policy and procedures
- Assist with the administration of first aid to students
- Assist with the administration of medication and completion of medication register for students within the guidelines of the College Health Care policy and procedures
- Work as a team member
- Assist others as required and appropriate
- Highest commitment to privacy and confidentiality
- Strong ability in the use of technology and medium to high level skills in Microsoft Office Suite
- Excellent literacy, accuracy and attention to detail including data entry
- Strong ability to follow procedures and professional standards
- Excellent interpersonal skills with parents, staff and students – a welcome face to the College
- Ability to work as an individual but also as part of a team to create smooth workflow
- Personal time management and sound judgement to refer non-routine issues to supervisor and report adverse outcomes

Selection Criteria:

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- Possess a current NSW Working With Children Check
- Certificate IV in Business Administration or relevant experience
- First Aid qualified (this role requires completion of a current first aid certificate) or willingness to undertake this.
- Have the legal right to work in Australia

To Apply:

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Sunday 16 February 2025.

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description

Signed _____

Dated ____/____/____