

# POSITION DESCRIPTION

Last Updated: June 2021 | Review Date: December 2021

<b>Position Title:</b>	<b>Campus Administration Coordinator</b>
<b>Portfolio:</b>	Administration
<b>Main Purpose of the Role:</b>	To facilitate and carry out customer and student services, campus facilities supervision and public relations.
<b>Directly Responsible to:</b>	Administration manager
<b>Direct Reports:</b>	Nil
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li>➤ <b>Customer service</b><ul style="list-style-type: none"><li>• Reception duties</li><li>• Ensure excellent customer service is practiced within the office</li><li>• Identify and conduct customer service improvement opportunities</li><li>• Liaison with parents including pastoral care</li></ul></li><li>➤ <b>Student services</b><ul style="list-style-type: none"><li>• Managing attendance - recording and following up lateness, absentees, parent notification and communication</li><li>• Providing first aid and general care to students</li></ul></li><li>➤ <b>Community relations</b><ul style="list-style-type: none"><li>• Community communications such as newsletters, emails and the campus Facebook pages</li><li>• Liaison with and coordination of visitors to the College - including prospective parents, educational presenters, service providers, volunteers</li><li>• Liaison with Dunsborough parent body</li><li>• Event facilitation</li></ul></li><li>➤ <b>Facilities management</b><ul style="list-style-type: none"><li>• Liaison with maintenance, cleaning and IT staff</li><li>• Management of the Campus uniform fitting centre</li><li>• The management and development of the campus library</li></ul></li><li>➤ Assist with other duties as directed by the Principal.</li></ul>

**Review Date:**

This position will be reviewed after six months with a view to enabling ongoing employment in this position for the remainder of the fixed term.

## General Responsibilities

All staff at Cornerstone Christian College are to actively work towards the fulfilment of our Mission and Vision. Responsibilities articulated in the College 'Enterprise Agreement' and 'Code of Conduct' apply to all staff.

All staff are expected to uphold CCM's '[Statement of Faith](#)' and ensure conformance to the values and policies of Christian Community Ministries Ltd. in relation to Workplace Health and Safety.

This will involve:

- Promoting within your sphere of influence the importance of health and safety in the workplace
- Being vigilant and alert to potential and actual safety risks and hazards in the workplace and taking appropriate actions
- Embracing an active reporting culture of hazards, incidents and near misses
- Fostering a positive safety culture through being vigilant for the safety of yourself, and others, and not hesitating to intervene to prevent an unsafe act or condition
- Wearing Personal Protective Equipment (PPE) where required
- Understanding and following approved safety related policies and procedures.

All staff need to be familiar and act consistently with the 'Code of Conduct' which summarises staff responsibilities.

All staff perform the following tasks:

- Integrating faith, learning and practice. This includes leading staff devotions, providing Christian guidance and encouragement as appropriate to staff, students and parents. Details of Faith standards are articulated in the 'Christian Professional Standards for Teachers' or 'Christian Professional Standards for General Staff'.
- Establish and maintain highly effective working relationships with staff, students and families
- Exercise strong interpersonal skills, and have the capacity to develop and sustain productive relationships within and beyond the College community
- Effectively manage human, financial and physical resources to deliver high quality outcomes. This will involve using technology to assess inefficient and effective practices.
- Make considered decisions based on current research and data collected.

Teaching Staff at the College need to:

- Be a person of Christian faith and integrity
- Teach and live from a Biblical worldview
- Be registered with the TRBWA. (Teacher Registration Board of Western Australia)

Staff in leadership roles also need to

- Perform at least at the 'Highly Accomplished' level in the AITSL Professional Standards with Christian Distinctives in related Standards
- Have an appropriate level of experience.
- Demonstrate practice of:
  - Commitment to personal and professional growth including leadership development
  - Leading cooperatively and effectively
  - Enjoying working with children and young people
  - Being patient in dealing with staff and students of differing abilities
  - Communicating simply and clearly
  - Demonstrating a high level of knowledge of current curriculum and teaching practices
  - Highly effective organisational skills
  - Commitment to ongoing computer literacy development to meet the appropriate planning, teaching and administrative requirements
  - Willingness to take responsibility for other areas as needs arise.