



POSITION DESCRIPTION ADMINISTRATION ASSISTANT (SYSTEMS)

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Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.), located at 157 Kingsway, Darch, 6065 Western Australia

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title:

Administration Assistant (Systems)

Section/Department/Learning Area:

Corporate Services

Workload and Tenure:

Full-time (1.0FTE) - Permanent Appointment.

Appointment is subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Administration Assistant (Systems) reports directly to the Director of Corporate Services.

Section 6. Responsibilities and Duties

Overview

The Corporate Services department provides, manages and supports all the College's corporate processes and in addition provides administration and support assistance to teaching staff and students at Kingsway Christian College. The department is the business owner of all the College's business process systems, performing and providing process support and ensuring the efficient and effective use of those corporate systems.

Role

The role of Administration Assistant (Systems) is to provide administrative support to the Director of Corporate Services and to other College staff to ensure the effective and efficient operation of the College's school management system, learning management system and other systems across the College.

The Administration Assistant (Systems) is responsible for identifying and resolving process and data errors and administering any resulting user training and/or new process implementation, to ensure the systems are understood and used collaboratively across the College community.

This position is varied in tasks and duties working in the administrative areas across the College as well as with parents and the broader community, requiring the applicant to be adaptable and flexible and have a strong customer service focus.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

Specific Duties

As directed by the Director of Corporate Services, or delegate, your specific duties include but are not limited to:

Clerical and Administrative

- Oversee the setup, rollout, administration and support of the College's School Management System and Learning Management System and new systems.
- Support those responsible for the systems as well as the end users by being the first contact for any questions, issues, process assistance, training (including user guides and documentation) and/or improvement ideas.
- Work with users to determine areas of improvement / enhancement – collating these improvement ideas for discussion with Management.

- Assist Director of Corporate Services & Director of IT with data setup, data input, staff training and ultimate roll out of improvements or new systems.
- Document process flows and create end-user manuals for staff and parents as required.
- Perform data accuracy testing of new and enhanced processes.
- Act as liaison between College staff queries and software providers in relation to administrative issues or queries.
- Act as first point of call for parent and end user queries liaising with other College staff to resolve as required.
- In collaboration with IT assist with the evaluation of new admin systems to ensure they match with the College's existing operations, record management, data safety, and security standards.
- Assist users with process and data input into and extraction from the College systems.

General Administration Tasks

- Perform general administration tasks and processes as requested by the Director of Corporate Services, to support and execute College processes.

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Current evidence of COVID-19 vaccination status.
6. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
7. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Qualifications in commerce, administration or related field of study or relevant work experience.
2. Effective communication (verbal and written) and interpersonal skills, along with proven ability to interact professionally with the College internal and external customer base, including staff, students, and parents.
3. Demonstrated problem solving and escalation skills with experience in troubleshooting and resolving business process problems.
4. Ability to work effectively within a team, to ensure the provision of quality corporate services support to customers as well as be able to work independently, determining own work priorities.
5. High level organisational skills with the ability to manage multiple and often competing tasks and ensure deadlines are met.
6. Demonstrated ability to identify and contribute to business and process improvements to increase effectiveness and efficiency of support effort and service quality.
7. Demonstrated ability to quickly learn new business processes using documentation and internet resources.

Desirable

1. Experience using a range of business software to perform business process activities.
2. Experience with Microsoft Office 365 related tools, particularly Microsoft Excel.
3. Demonstrated experience in business process management, especially in the enhancement and implementation of processes.
4. Demonstrated ability to research, plan, implement and monitor user and business processes.
5. Experience working in a school environment would be considered advantageous but not essential.

Section 8. Application

Please visit the College website at <http://www.kingsway.wa.edu.au/employment> for full details of this position. Enquiries can be made to Human Resources on 9302 8777 or to HR@kcc.wa.edu.au.

Applications must include a completed Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon Thursday 26 May 2022

Peter Burton
Principal
May 2022