



## POSITION DESCRIPTION ACADEMIC ADMINISTRATION ASSISTANT

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### Document Control and Change History

Created	June 2023	Authorised	Principal
Reviewed		Authorised	Principal
Reviewed		Authorised	Principal



## KINGSWAY CHRISTIAN COLLEGE

### POSITION DESCRIPTION ACADEMIC ADMINISTRATION ASSISTANT

#### **Section 1. School Identification**

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

#### **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. The College is free of alcohol, illegal drugs and tobacco.

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**

**Title:**

Academic Administration Assistant

**Section/Department/Learning Area:**

Administration / Corporate Services

**Workload and Tenure:**

Full-time (1.0FTE), 8.00am to 4pm, Monday to Friday

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 Assistant 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 Academic Administration Assistant position reports to the Administration Manager as part of the Administration team within the Corporate Services Department.

## **Section 6. Responsibilities and Duties**

### **Overview**

To provide administrative support to the Deans and Associate Deans (Primary and Secondary) regarding academic data and reporting, as well as community communication regarding academic information.

### **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

### **Duties and Responsibilities**

Your specific duties include but are not limited to:

- Maintenance of student academic data within the College's School Management System (SMS)
- Student data uploads and reporting to School Curriculum and Standards Authority (SCSA) including Student Information Record System (SIRS) and Brightpath
- Student data uploads and reporting regarding Vocational Education and Training (VET)
- Organisation of and communication to parents for all examinations including Online Literacy and Numeracy Assessment (OLNA) and National Assessment Program – Literacy and Numeracy (NAPLAN) special examination arrangements
- Management of NAPLAN/OLNA schedules and reporting
- Overlay of NAPLAN/OLNA onto school-based results
- Communication to parents concerning Secondary student subject selections
- Assist Dean and Associate Dean of Primary with entry of Timetables into TASS
- Annual preparation of College year group and subject booklists
- Student on-boarding regarding academic data and timetables
- Setup and management of College parent-teacher interviews
- Semesterly assistance with student academic reports
- Assisting with parent information nights including communications, organisation of catering and associated administration
- Where required taking of minutes for curriculum meetings chaired by Deans and Associate Deans
- Other duties as requested to deliver curriculum and academic goals
- Other duties as requested by the Administration Manager

### **Workplace Health and Safety**

- Comply with College policies and procedures, and take responsibility for self and others by complying with Workplace Health and Safety and Equal Opportunity requirements of the College

## 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. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

### Essential

1. Highly developed data management and analytic ability.
2. Comfortability with computer software and user interfaces.
3. Ability to ensure data integrity through demonstrated attention to detail and quality data input.
4. Highly effective communication skills and administrative skills, possessing expertise in Microsoft Office and general knowledge of office procedures.
5. Display discretion, confidentiality and integrity between students, parents and the wider community.
6. Outstanding interpersonal skills to professionally represent the College to students, parents and the community ensuring a consistent Customer Service focus.
7. Contribute consistently as a team member whilst also being a self-starter displaying initiative and responsibility.

### Desirable

1. Experience with TASS (the College's SMS).
2. Previous experience in a school environment.

## Section 8. Application

Full details are available on the College [website](#). Enquiries can be made to the Human Resources Manager on 9302 8777 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au).

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

**Applications Close: 12 noon Thursday 15 June 2023**

**Peter Burton, Principal  
May 2023**