



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION ADMINISTRATION ASSISTANT (PRINCIPAL'S OFFICE)

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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 more than 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 fully committed to the protection of children, 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 Kingsway campus 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

Administration Assistant

Section/Department/Learning Area

Principal's office

Workload and Tenure

Part-time (0.6FTE), permanent appointment to provide assistance in the Principal's office commencing term 3, 2025.

Permanent appointment subject to the satisfactory completion, by the appointee, of a three (3) month probationary period.

Working hours: 8am to 4pm with 30 minute (unpaid) lunch break.

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 comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

This position reports to the Principal.

Section 6. Responsibilities and Duties

Role

The role of Administration Assistant to the Principal, is to provide general administrative, secretarial and records management support to the Principal, and the Executive Assistant to the Principal, to ensure the effective and efficient operation of the Principal's Office, including workflow and comprehensive support tasks, correspondence and diary management, preparation and briefing on various meetings and events, and liaising with all levels of the College community including staff, parents and students, and external agencies.

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 Principal, or delegate, your specific duties include but are not limited to:

Clerical and Administrative

- Screen internal and external telephone calls and enquiries, and determine priority for the Principal's attention, or handle independently and re-direct to appropriate parties.
- Provide secretarial support to the Principal and Executive to the Principal, including the drafting and writing of letters and memos as required.
- Collaborate with relevant department personnel when coordinating the maintenance of documentation relating to College handbooks, procedure manuals and/or information packs, occurs in a timely manner;
- Assist the Principal with the process of advertising Scholarships and the subsequent process of notifying all applications of the outcome of their application, maintaining a list of scholarship recipients for the Principal and Corporate Services, all occur in a timely manner.
- Assist the Principal by organizing the annual surveys for parents, staff and Year 12 exit students all occur in a timely manner.
- Complete the distribution of bulk emails regarding health issues, matters relating to Parents & Friends, the canteen and any other emails as directed by the Executive Assistant to the Principal, or the Principal.
- Assist the Principal, under the direction of the Executive Assistant to the Principal, by monitoring and ensuring any matters arising from the Principal's office such as EBA matters, crossing guard application process, and fundraising matters are completed in a timely manner.
- **Staff Handbook:** Ensure Staff Handbook information is current and correct, prepared for new staff induction and for current staff Start-up PD.
- **Parent Handbooks:** Under the direction of the Executive Assistant to the Principal organize information for all parents at the beginning of each year including the Parent Handbook and other information deemed necessary for distribution to ensure parents are fully informed of the requirements for the start-up of the school year.
- **Special Projects**
 - Assist with special projects under the direction of the Executive assistant to the Principal which may include:
 - College Open Night including organizing caterers, entertainment, signage, etc.

- Year 12 Principal's group lunch together with collation of any materials required for these occasions.
- Assist with the logistical arrangements for any other events as requested by the Board or Principal;
- Any other ceremonies necessary from time to time.
- **Conferences, Seminars: To assist the Executive Assistant to the Principal with the organization of conferences, seminars, professional development events including:**
 - Facility bookings, catering needs, special guest liaison, audio visual requirements and travel arrangements when necessary.
- **Finance**
Under the direction of the Executive Assistant to the Principal
 - Generate purchase orders as required;
 - Keep receipts for all credit card payments, for accounting purposes.
- Effectively manage College records, including generating and filing reports, and business documents to ensure recordkeeping security is achieved.
- Input into and extraction from the College systems (TASS, and other systems).
- Procurement and keeping stock of goods required for the smooth operation of the Principal's office.
- Creation and distribution of notices as required.

Diary and Meetings

- Effectively manage an appointment and meetings calendar for the Principal and other members of the Senior Leadership Team as required, making use of available technologies (TASS, Outlook).

Events

- Effectively manage events and staff functions, to satisfactory completion through planning, negotiation, use of technologies and in liaison with other staff and external agencies.

Customer Care

- Provide professional customer care by effectively managing incoming enquiries to the Principal's office from students, parents, staff and visitors.

Workplace Health and Safety

- Comply with College policies and procedures, and take responsibility for self and others.

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. **Strong Communication and Interpersonal Skills**
Demonstrated ability to build positive relationships with a range of stakeholders, including students, parents, staff, and visitors.
2. **Ability to Work Independently and as Part of a Team**
Proven capacity to work with initiative and minimal supervision, as well as collaborate effectively within a team environment to meet deadlines.
3. **Effective Problem-Solving Skills**
Demonstrated experience in anticipating issues and applying practical, risk-aware solutions in a professional context.
4. **Ability to Remain Calm and Productive Under Pressure**
Capacity to maintain a positive and composed approach during peak periods or in fast-paced work environments.
5. **High-Level Computer Literacy**
Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), database systems, and other digital platforms relevant to school or office administration.
6. **Sound Record-Keeping and Document Management Skills**
Demonstrated ability to maintain accurate records and present documents professionally for compliance and communication purposes.
7. **Event Coordination Experience**
Experience in planning and delivering events, including liaising with stakeholders and meeting relevant regulatory or compliance requirements.
8. **Competence in Digital Document Tools and File Management**
Ability to manage cloud-based documents, apply file-hosting protocols, and ensure appropriate access and version control.
9. **Understanding of Document Control Systems**
Familiarity with the principles of document control in the context of policy and procedural document management.
10. **Meeting Administration Skills**
Experience in managing meetings, including preparing agendas, recording minutes, and following up on action items.
11. **High-Level Customer Service Orientation**
Demonstrated commitment to delivering professional, responsive, and respectful customer service.
12. **Relevant Qualifications**
Possession of a Certificate III in Business Administration or the equivalent skills, knowledge, and experience.
13. **Experience in a School Environment**
Prior experience working in a school or educational setting, with an understanding of the administrative and communication needs of such environments.

Desirable

1. Understanding and have knowledge of the TASS data management system.

Section 8. Application

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Thursday 26 June 2025

Peter Burton
Principal