



# Administration Assistant Position Description



## Our Vision

To engage the whole child to think, respond, and live with excellence for the glory of God alone.

## Our Mission

Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

## Our Purpose

We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their spiritual, moral, academic, personal, and social growth), to inspire them to excel, to be intolerant of mediocrity, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.



# 1. Position Summary

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<b>Title:</b>	Administration Assistant
<b>Responsible to:</b>	Principal
<b>Campus:</b>	Based at Kenwick Campus
<b>FTE:</b>	Full-time 1.0 FTE
<b>Description:</b>	The Administration Assistant supports the Principal by providing secretarial, finance, and administration support as well as being the frontline service provider for families and students.

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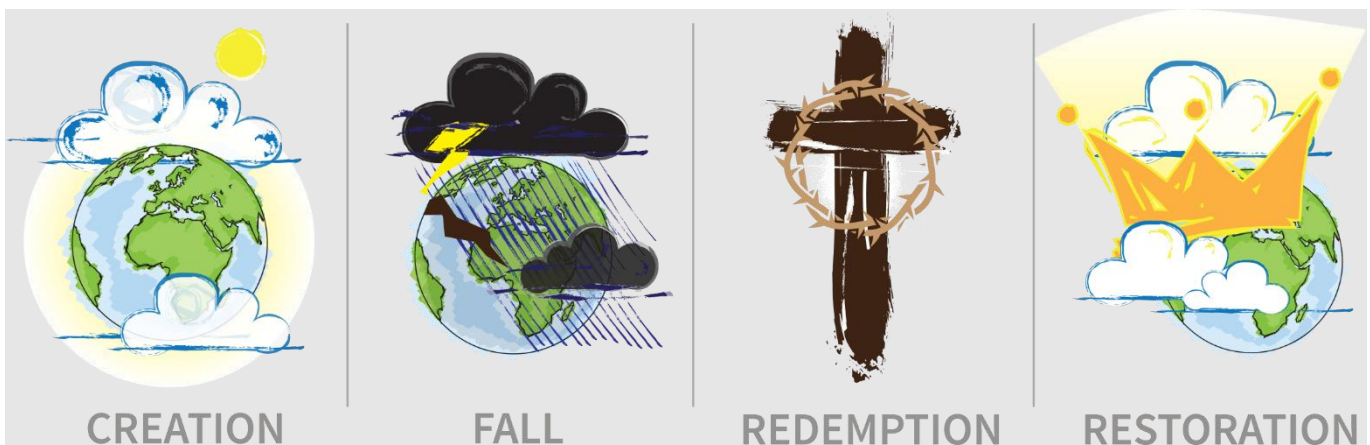
## 2. Introduction

**Rehoboth seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible on the College's website.**

Founded in 1959, the Association for Christian Education opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. The Association is made up of members who elect a Board; the Board in turn has appointed a Chief Executive Officer to be its representative.

The Association currently operates three schools across two campuses in the southern suburbs of Perth. The campuses are located at Wilson (Kindergarten to Year 6) and Kenwick (Kindergarten to Year 12) with the Secondary School offering ATAR, Wholly School Assessed and Vocational pathways.

We view the Christian curriculum as a total package of all learning and shaping experiences in which our children are involved. It includes the work of the home, school, and church in a distinct three-way partnership. We encourage our students to examine the world and their role in it from a Christian perspective. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more, to comprise a holistic Christian worldview.



Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are an integral part of College life, and we aim to lead our students to a point at which they personally desire to think with the mind of Christ.

### 3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE

Rehoboth promotes a unified College with a singular vision, mission, and purpose. Educational programmes are mirrored at both our Wilson and Kenwick Campuses and staff are committed to whole-College planning across all aspects of teaching and learning.

Rehoboth has a justified reputation for developing and delivering a distinct, Christ-centred education, and for encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10). It is therefore essential that the person and office of the CEO be committed to providing Biblically-based leadership and management at the College in a manner consistent with the College's Christian values and ethos.

A whole-College approach, where students' educational journeys have a clear and purposeful K-12 plan, is integral to the College's educational philosophy. As such, the leadership and management of the College ought to be conducted within the framework of "three schools, two campuses, one college." This model emphasises significant participation in the activities of the Senior Leadership Team, which is led by the CEO.

### 3. Strategic Goals of the College

As detailed in our AXIOM23 Strategic Plan, we plan to make four areas our priority over the period 2020-2024 (see sidebar). The College aims to employ teachers who can cogently demonstrate their alignment with these strategic goals and have experience with, or are determined to embrace, their implementation.

The College uses the SEQTA Learning Management System. Greater use of technology – for example, the use of Office 365 suite, flipped classroom lesson delivery, and cloud technologies – is now a growing feature of teaching and learning at the College.

Underpinning these priorities is our purpose at Rehoboth, to develop and deliver distinctly Christian educational programs. It follows that such an education should shape students of distinctly Christian character.

Our call to students, therefore, is to **be distinct** – to develop and deepen their Christian identity and character during their time at Rehoboth. It is a call for students to engage with and take responsibility for their learning, to use the opportunities presented to them to discover the gifts and calling God has placed on their lives, to see Christ as worthy of their best, and to take their place as young men and women of outstanding character and citizenship.

Our goal is that students graduate with a distinctly 'Rehoboth' character. Each child's complete spiritual, emotional, social, and physical development is addressed, without compromising academic rigour. At the same time, we recognise that each student is unique and will excel in certain areas of the Learner Profile ahead of others: this is the nature of the gifts and talents God has bestowed upon them. Our aim is to

#### AXIOM23 STRATEGIC PRIORITIES


These are the initiatives we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2023 and beyond. Each initiative is driven by our Christian ethos and shaped by our Christian heritage.

1. Thinking Christianly: Biblical Literacy as Curriculum Foundation
2. Teaching Christianly: Re-Orienting Pedagogy and Classroom Practice
3. Responding Christianly: Discovering Gifting and Calling
4. Living Christianly: Student Care, Development, and Preparation

nurture the six areas that are fundamental to the development of the whole child in age-appropriate ways according to their abilities, gifting, and calling.

The characteristics we seek to develop in our students are described in our Learner Profile:

# BE DISTINCT



**Oriented Biblically**  
**Ref:** Phil 3:8-15; 1 Tm 4:7-10; 2 Pt 1:3-8

**Seeks His will**  
**Ref:** 1 Kgs 2:3; Prv 3:5-6; Mk 12:28-33; Eph 2:10

**Inspired to excel**  
**Ref:** Rom 12:1; Rom 1:20; Phil 4:8; Col 3:23-24; 1 Tm 4:12; 1 Cor 7:17

**Intolerant of mediocrity**  
**Ref:** Ps 1:3; Dn 3:8-25; Mt 7:24-25; Phil 3:13-15; Rom 8:28; Rom 12:1-2; Jas 1:12.

**Engages and influences culture**  
**Ref:** Acts 17:16-33; 1 Cor 9:19-23; 2 Cor 10:1-5; 1 Pt 2:11-17.

**Making wise choices**  
**Ref:** Prv 1:1-7; 1 Chr 12:32; 1 Cor 2:11-14; 1 Thes 5:21-22; Phil 1:9-10; 2 Tm 2:15; Jas 1:5.

## 4. General Expectations

**An Administration Assistant should be an active committed Christian, preferably of the conservative evangelical and reformed persuasion. They will be actively involved in the life of the church and possess excellent communication and leadership qualities.**

At Rehoboth, the Administration Assistant will:

- a) display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of the church
- b) hold a valid Working with Children Check (WWCC) and clear a Nationally Coordinated Criminal History Check (NCCHC)
- c) be actively involved in the general life of the College, where appropriate
- d) support the policies, aims, and strategic planning goals of the Board of the Association for Christian Education (ACE)

- e) be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith
- f) demonstrate in all dealings with students a support of College culture and procedures
- g) be punctual for all rostered days of work
- h) where appropriate, attend: staff devotions, staff prayer meetings, staff meetings, assemblies, ACE meetings (such as the March and October General Meetings), graduation/award nights, concerts, and other key activities and events on the College calendar
- i) carry out extra duties as required by the Senior Team from time to time
- j) adhere to the specific requirements of a department within the College, or of the College in general, and
- k) present themselves in a manner suited to the position.

This position description is intended to describe the general nature and level of work being performed; it is not intended as an exhaustive list of all responsibilities, duties and skills required for the position.

## 5. Specific Essential Criteria

At Rehoboth, an Administration Assistant will be required to provide support to the Principal in the following areas:

### 5.1 Secretarial

- a) Recording, typing, and organisation of the Principal's written communication;
- b) Coordination of staff events such as morning tea's;
- c) Professional organisation of the Principal's diary for appointments;
- d) General office and clerical duties.

### 5.2 Administrative

- a) The Administration Assistant is the first point of contact for families and visitors to the Campus and offers excellent customer service at the front desk. Visitors may include:
  - i. Students: first aid, contacting parents, and other matters;
  - ii. Staff: bookings, staff welfare, notices to parents, relief staff;
  - iii. Families: new, existing, and potential;
  - iv. Sales callers and deliveries; and
  - v. Tradesmen and contractors.
- b) Accurately record details of enrolment enquiries and email them to the Enrolments Officer;
- c) Continue to keep data updated including emails, addresses and emergency contact information for students and families;
- d) Answer telephone calls promptly and professionally;
- e) Keep the College diary and school community calendar up to date;
- f) Ensure that all visitors to the college sign in using the electronic register and are issued with a name tag;
- g) Purchasing of office supplies, kitchen supplies, catering supplies etc;

- h) Attendance recording and collating reports;
- i) Compile weekly Campus reports;
- j) Compiling College newsletter and blog; and
- k) Provide secretarial support to teaching staff as required.

### 5.3 Finance

- a) Collating and coding invoices to be authorised by the Principal for goods and services purchased for the College.
- b) Ensuring invoices are sent to the Business Office in a timely manner so that suppliers are paid within trading terms;
- c) Paying, recording and reconciling petty cash and the staff morning tea fund;
- d) Administering, reconciling, and reporting to the Principal on the College bank account, including the management and distribution of Mission money and petty cash;
- e) Receipting payments by families for miscellaneous payments;
- f) Undertaking any other duties as requested by the Principal.

This position description describes the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills .

## 6. Personal Requirements

At Rehoboth, the Administration Assistant will:

- a) be a practicing Christian role model
- b) possess outstanding communication skills with teachers, children and parents
- c) have an ability to work independently and as part of a team
- d) apply good personal management skills; and
- e) be able to accept direction and supervision.

## 7. Interpersonal Relationships

At Rehoboth, the Administration Assistant will:

- a) seek to establish a rapport with students and parents
- b) communicate with students, parents and staff in a clear, respectful, and professional manner that models Christ-like behaviour and seeks a similar response
- c) maintain strict confidentiality regarding personal information
- d) complement the various teams of teaching and non-teaching staff operating within the College
- e) participate in staff social functions.



## 8. Professional Development

At Rehoboth, the Administration Assistant will:

- a) endeavour to keep up to date in areas associated with the various roles at Rehoboth
- b) participate in particular appraisals schemes attend nominated professional development (PD) days, and
- c) avail themselves of the specific PD days which are made available to them in an area of work.

## 9. General Terms and Conditions

General Terms and Conditions are available under a separate cover.

## 10. Intellectual Property

- a) **Intellectual Property** means the legal and moral rights that come into being with the creation of materials, resources, or other works and covers copyright, patents, trademarks etc. Examples of materials or resources created and developed by an Employee that are classified as intellectual property included, but are not limited to:
  - i. teaching aids, materials, or resources
  - ii. ACE-specific curriculum and Christian worldview content
  - iii. website and software development
  - iv. educational programmes
  - v. assessments, and
  - vi. policies, plans, guidelines, work, research, and reports.
- b) All Intellectual Property rights with respect to any materials created and developed by the CEO during or after work hours for ACE or using the resources of ACE remain the sole property of ACE.
- c) Staff are required to protect and preserve the Intellectual Property rights of ACE and to not share any materials created or developed or receive any payment from a third party for such materials.
- d) The College demonstrates ownership of its Intellectual Property by:
  - i. the inclusion of the College logo
  - ii. a copyright statement (normally located in the footer of the document).
- e) Any materials or resources prepared for ACE by an external source which has been purchased or granted to ACE is the sole property of ACE unless stated otherwise.
- f) Staff must ensure that all Intellectual Property created for ACE adhere to the rights of others.
- g) ACE cannot give away or assign its Intellectual Property without the approval of the Chief Executive Officer.
- h) ACE Intellectual Property is not to be used for private purposes without obtaining written permission from the CEO.

## 11. WWCC and NCCHC

- a) The Administrative Assistant will be responsible for providing a valid [Working with Children Check](#) (WWCC). This must be obtained from an Australia Post outlet, from the Business Office, or online.

- b) The Administrative Assistant will be responsible for providing a valid [Nationally Coordinated Criminal History Check](#) (NCCHC) which must be obtained via the Western Australian Department of Education. The NCCHC is to be no more than three months old at the time of appointment.

## 12. Health and Right to Work

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied.

## 13. Performance Evaluation

Performance will be measured using the specific role responsibilities. Rehoboth has a firm commitment to performance evaluation of its personnel, whatever their category and level, through the medium of a formalised system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving the goals of the Association. It is envisaged that a performance evaluation will be undertaken annually.

## 14. Appointment and Commencement

The successful applicant will be able to commence duties as soon as possible. A contract will be negotiated with the successful applicant. The contract will be subject to the normal probationary period.

## 15. Application Instructions

Applications must be completed through our website via the Non-Teaching Staff Application link below and must include the following:

- Non-Teaching Staff Application Form available online at <http://rehoboth.wa.edu.au/staff/employment/>.
- A complete and current CV.
- A statement outlining your experience in regards to the general expectations and specific role responsibilities required of the position.
- A letter of reference from your church pastor/minister.
- A copy of your qualifications, WWCC and NCCHC.

You will receive an acknowledgement confirming receipt of your application.

Should you have any questions please do not hesitate to contact the Business Office on 08 9274 9910 or Mrs Kylie Van Der Zee – Human Resources Officer, [hr@rehoboth.wa.edu.au](mailto:hr@rehoboth.wa.edu.au).

**The closing date for applications is the 6<sup>th</sup> September 2023.**

## 16. Acknowledgement

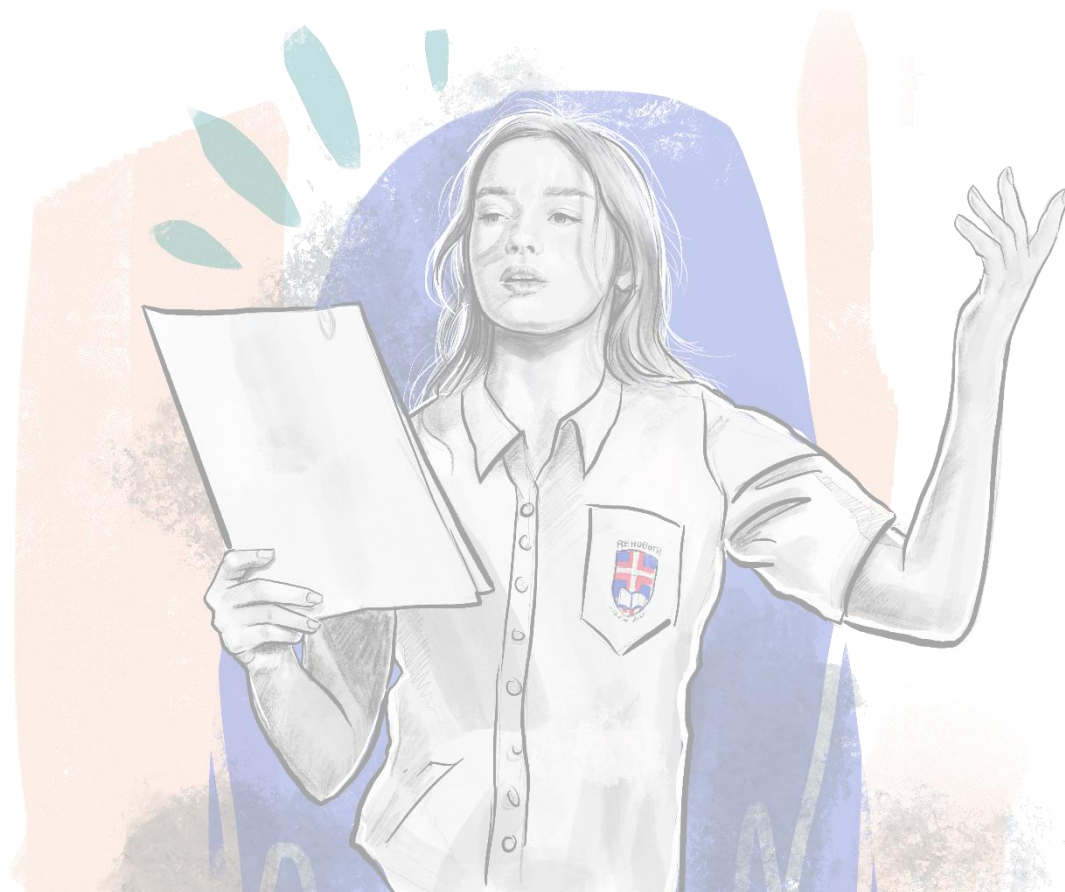
I have been provided with a copy of this position description.

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DATE

NAME

SIGNATURE





## **REHOBOTH CHRISTIAN COLLEGE**

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### **Kenwick K-6**

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Kenwick WA 6107

### **Kenwick 7-12**

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