

Position Available

Administration Assistant

Full-Time
Commencing - December 2024



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About Heritage College Lake Macquarie

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area of Morisset. HCLM staff are responsible for supporting the college to deliver educational services that are effective in preparing every child to meet the challenges of a changing world with courage and confidence. You will play a key role in the delivery of services that support the college to develop in students the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

About the Role: Administration Assistant

The Administration Assistant role covers a range of tasks related to the day-to-day operation of a K-12 school. A key function is covering the main reception desk and delivering a friendly, efficient, and professional reception service. As part of the administration team, you will assist the school to deliver quality education and student services in a dynamic environment where every day is a different mix of lessons, activities, excursions and events. This is an opportunity to make a positive difference in the lives of students and their families.

Selection Criteria

- Experience in a reception role with the ability to multi-task and work in a busy environment.
- Exceptional written and verbal communication skills.
- Strong interpersonal skills.
- Discretion in managing confidential information.
- Ability to undertake a range of administrative duties.
- Confident computer skills as required for administration-based tasks.
- Experienced in database management and records management. Experience with a student information software system and keeping student related records would be beneficial.
- Good problem-solving skills.
- Able to provide First Aid and dispense medication when required.
- A firm commitment to safeguarding and promoting the welfare of children.
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Key Skills/Qualities

- Displays a warm and welcoming disposition and is amiable, kind, and courteous.
- Readiness to demonstrate the Christian values of the college.
- Displays a customer service mindset and a desire for excellence.
- Able to calmly liaise with staff, students and parents to resolve concerns or solve problems.
- Readily collaborates with other staff to support building a strong collegial team.
- Self-directed, well organised and accurate with attention to detail.
- Ability to manage time and multiple tasks and meet priorities in a fast-paced environment.
- Willing to adopt or implement new systems and processes.
- Discrete when necessary and maintains the confidentiality of student and related information.
- Able to read, interpret and consistently apply school policy and procedures.
- Proficiency in the Google Suite, particularly Gmail, Drive, Docs, and Sheets is desirable.

Requirements for work

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).
- Current First Aid certificate.

How to Apply

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position.

Applications should be submitted via email to applications@heritage.edu.au.

Details of at least two referees will be requested from the successful applicant.

Applications close:

Friday, 22nd November 2024