Flinders Christian Community College

Kinder – Admin Assistant

1. POSITION IDENTIFICATION

Title	Kinder – Admin Assistant	**Level**	3
Campus	Carrum Downs	**Agreement/Award**	*The Educational Services (Schools) General Staff Award 2010*
Reporting To	Kindergarten Director	**Date effective**	July 2018
Last updated	May 2018	**Position No.**	PC112.1

2. INHERENT REQUIREMENT

Purpose
We bring hope and purpose to our community through Christian education.

Vision
To be a Transformative Christian Learning Community.

Values
We value:

- Love
- Faith
- Integrity
- Humility
- Grace
- Excellence
- Perseverance.

It is an inherent requirement that all persons employed at Flinders Christian Community College must model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

All employees must declare their unconditional agreement with FCCC:

- Purpose, Vision, Values, Philosophy of Christian Education, Goals

- Biblical Foundations and
- Biblical Beliefs and Principles
- Nicene Creed
- Apostles Creed.

The incumbent must have an in-depth knowledge of the ethos of the College and the principles by which it operates and must be willing to support these unreservedly.

3. CULTURE AND VALUES

Ethos

All employees are expected to:

- Uphold at all times the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all
- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individuals personal interest and their duty to the College

You must support the College values conduct yourself in a way which is consistent with the ethos of Flinders Christian Community College.

Specific expectations of employees with Flinders Christian Community College are detailed in the College Policy Handbook which is attached electronically and also located on the Colleges' Moodle intranet. You must support the Flinders Christian Community College policies and conduct yourself in a way which is consistent with the policies and practices of the College.

4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

a. Report all hazards observed including any potentially unsafe work practices;
b. Report all incidents of injury or near miss;
c. Actively Participate in all professional development and training regarding Risk management and OHS;
d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College;

5. CHILD SAFETY

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

6. PURPOSE OF POSITION

The primary purpose of the Kinder – Admin Assistant is to provide administrative assistance to the Kinder Director to ensure a safe and effective Kinder program.

7. WORKING RELATIONSHIPS

Reports to: Kindergarten Director

8. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES

The Kinder Administration Assistant supports the Kinder program by providing administrative support to the Kinder Director to ensure compliance with relevant frameworks, effective administrative operations and positive College community relations.

Day to Day Duties

- Actively participate as a Kindergarten team member, contributing to staff meetings, attending professional development and other activities as required
- Maintain Kinder calendars under the guidance of the Kinder director
- Perform administrative tasks as directed by the Kinder Director and provide feedback for improvement in Kinder administrative operations

Pastoral care

- Encourage and model behaviour that reflects the values of the College, in all relationships
- Build a positive relationship with families

Duty of care

- Know and be able to implement emergency and accident procedures in accordance with College and campus Work Health and Safety policy and associated legislation
- Know and comply with relevant Privacy legislation

Staff

- Work cooperatively and collaboratively with other staff in all aspects of work within the centre
- Support the Kinder Director to achieve the Kinder's goals
- Respect and honour the responsibility of other staff members
- Care for the wellbeing of other staff members

Extra Curricula Activities

- Attend meetings and professional development as required
- Tasks as requested by the Kindergarten Director, as per operational requirements

9. KEY PERFORMANCE INDICATORS

ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
OUTCOME: 1. STUDENT RECORDS & ENROLMENTS	

Under the guidance of the Kindergarten Teacher: **1.1** Maintain student files **1.2** Maintain class lists and organise student labelling/items **1.3** Arrange enrolment interviews and relevant paperwork and processes **1.4** Maintain student medical information and immunisation records	• Student files, medical records and immunisation data are current, orderly and easily accessible. • Student items are labelled appropriately and in time • Enrolment interviews and other parent/student meetings are effectively arranged in a manner that reflects College values.
OUTCOME: 2. BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS **Under the guidance of the Kindergarten Teacher:** **2.1** Work cooperatively, ethically and respectfully with other College staff, and support each other's professional development **2.2** Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families as required **2.3** Attend, contribute and take minutes at staff meetings as required by the Kinder Director	• Positive relationships are developed and maintained with all families • Positive relationships are developed and maintained with colleagues that are professional, supportive and respectful • Participates respectfully and actively in staff meetings as required by the Kinder Director. Records and disseminates meeting minutes.
OUTCOME: 3. RELEVANT FRAMEWORK COMPLIANCE AND MAINTENANCE **Under the guidance of the Kindergarten Teacher:** **3.1** Maintain Kindergarten Information Management System database (KIMS) **3.2** Maintain and review relevant policies and processes, including the Quality Improvement Plan (QIP)	• All relevant Government regulations and guidelines, College policies and procedures are adhered to
OUTCOME: 4. GENERAL ADMINISTRATION **4.1** Process purchase orders **4.2** Letter writing and general paperwork **4.3** Maintain Kinder calendars	• Administration duties are completed as directed by the Kinder Director • Administrative processes, outcomes and communications reflect the College's values
10. WORK RELATED REQUIREMENTS / SELECTION CRITERIA	

Essential knowledge:

- Current First Aid training as prescribed in the Education and Care Services National Law Act 2010.
- Anaphylaxis and Asthma management training as prescribed Education and Care Services National Law Act 2010.
- An interest in the development of children who attend the Kinder
- Demonstrated ability to work with families, children and educators in a culturally competent manner
- Knowledge of relevant child protection procedures

Preferred Knowledge:

- Knowledge of Early childhood sector and related systems and processes

Skills

- Well-developed interpersonal and communication skills with both children and adults
- The ability to work cooperatively and flexibly within a team environment
- Well-developed organisational skills
- High level of initiative is used to anticipate the needs of the Kinder Director
- Computer /IT skills to support record keeping and documentation

Attributes

- Experience in working in early childhood or education sector
- Curiosity and a willingness to learn

Living the vision and values:
Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.

11. POSITION DIMENSIONS	
NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	Nil
EXTENT OF DELEGATED AUTHORITY	**(a) Competency** Competency at this level involves application of knowledge with depth in some areas and a broad range of skills. There are a range of roles and tasks in a variety of contexts. There is some complexity in the extent and choice of actions required. Competencies are normally used within routines, methods and procedures. Some discretion and judgment is involved in the selection of equipment, work organisation,

	services, actions and achieving outcomes within time constraints. **(b) Judgment, independence and problem solving** Exercise judgment on work methods and task sequence within specified timelines and standard practices and procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures. **(c) Level of supervision** In some positions, routine supervision, moving to general direction with experience. In other positions, general direction. This is the first level where supervision of other employees may be required. When employees are working alone, they may work semi-autonomously.
LOCATIONS	Carrum Downs campus
ALLOWANCES/SPECIAL CONDITIONS	Allowances in accordance with *Educational Services General Staff Award 2010*
SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS	Current Working with Children Check Right to work in Australia Provide First Aid (HLTAID003) and a current CPR Certificate
OTHER IMPORTANT DIMENSIONS	