



**CHRISTIAN
COLLEGE**
G E E L O N G

ADMINISTRATION / TECHNICAL ASSISTANT

Applications are invited from experienced and dedicated personnel who desire to work in a fine Independent College where academic excellence and Christian values are emphasised.

The Christian College Art, Technology and Design (ATD) faculty seeks a full time administrative and technical assistant.

This unique position commences from June 13th. The successful applicant will assist with the day to day organisation of the ATD faculty, a varied and challenging role, in a busy and creative area of the College.

A position description can be found on the College website: christiancollege.vic.edu.au

Applications should be forwarded to:

Secretary to the CEO
18 Burdekin Road, Vic 3216
ceo.secretary@ccg.vic.edu.au

Applicants should be aware that the College is committed to the safety of children and carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.

CLOSING DATE: Monday 29th May, 2017



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POSITION DESCRIPTION: Art, Technology & Design Administrative & Technical Assistant

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

- the primary aim of this function is to assist the Director of Teaching & Learning – Art, Technology & Design in the performance of the administrative functions of the Art, Technology & Design Faculty
- responds to enquiries whether they be by telephone, email or in person for the purpose of providing information, direction and/or facilitating good and clear communication with people contacting Christian College or the Faculty
- assist in the budget preparation, purchasing and accounting of the Faculty expenditure and maintain stock records
- administers first aid and prescription medications to students for the purpose of providing emergency and necessary care in compliance with established guidelines. Monitor student referred for illness for the purpose of ensuring student welfare and maintaining a secure environment. Contact parents if student's illness is serious enough for them to go home
- perform word processing and functions within established guidelines. This will include administration support of curriculum documents. There would also be a requirement to attend Faculty staff meetings to take minutes of meetings and distribute as well as follow up on any items
- maintain both electronic and hard copy files of reports, documents and correspondence
- data entry of required information on to the College database. This includes maintenance of MSDS, OH&S, art requisition register, borrowing registers etc.
- provide a duty of care to students and undertake the role of Chief Warden for evacuation or lockdown purposes during an emergency

- assist in the development of the annual Faculty Art Show in preparing such things as catalogues, printing of labels, coordinating staff, organising sponsors etc
- assist the faculty by providing technical assistance to ATD staff across campuses such as setting up campus displays, photography of works, mounting/displaying works, special cleaning assistance and or setting up related items for special events which may require flexibility regarding working hours eg Elective Evenings, House Wearable Art, House Cooking etc
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- operate and liaise with staff across all campuses for printing and laminating of various work/jobs on large Canon Printer. Keeping accounts for these jobs
- keeper of the 10 seater mini bus (No 20) housed at the Villa Paloma

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College Vision and Strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

Expectations of Skills

- good knowledge of Microsoft products particularly Word Excel and Outlook
- exceptional organisational and communication skills
- be able to manage difficult people and circumstances in a calm, professional and compassionate manner

- exercise confidentiality in all matters
- good presentation skills
- capable or working in a variety of disciplines
- maintain a minimum level 2 first aid
- maintain a current Working with Children's Card

Organisational Relationships

- reports to CEO's secretary on administrative matters
- for educational functions reports to the Director of Teaching & Learning – Art, Technology, Design
- the ATD Director will provide the administrative and technical assistant with priority tasks. It is expected that these tasks are completed within the timeframes identified by the Director. It is expected that the role holder will utilise sound judgement in identifying additional tasks and priorities for the remainder of the allocated time

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided on the Fairwork Australia website.

This position is based on a 38 hour week with starting and finishing times as stated:

Hours: 8.30am start 4.30pm finish

Monday to Friday

Based at Villa Paloma Campus – Christian College Waurin Ponds

Ministerial Order No 870 – Child Safe Standards

Christian College Geelong is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.