



Job Description

Position title:	Events and Co-Curricular Administration Assistant
School / Entity:	St Philip's Christian College Gosford
Reports to:	Office Manager
Direct reports:	Nil
Collaborates with:	Business & Operational Staff and Sports Coordinator
Award:	Support Staff Multi-Enterprise Agreement 2021 – Level 2 Clerical Officer
Date created / revised	10 October 2024

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice. Our organisation's core values are:

- **Christ First** – we want to honour Christ in all things.
- **Serve One Another** – we want to appreciate the unique God-given potential of each person.
- **Strive For Excellence** – we want to aim to do our very best all the time.
- **Do What Is Right** – we want to always behave in a Christian manner.
- **Build Community** – we want everyone to feel they belong.

What's it like working at St Philip's Christian College Gosford?

Great results, attractive and flexible spaces, up-to-date technology and best practice based on current academic research are important to us – and unlocking the unique God-given potential in every child to lead a life of passion and purpose in whatever pursuits they choose is highly valued. Our best assets are our passionate and purposeful teachers who are trained to consider the individual learning and wellbeing needs of every child in their class, and dedicated non-teaching staff who actively support the goals of the organisation.

What's the focus of this position?

The aim of St Philip's Christian College is to provide Whole of Life education that not only develops students academically, but also socially, physically, personally and spiritually. In order for the College to complete this vision, there is significant administration support required. Reporting directly to the Office Manager, the Events and Co-Curricular Administration is responsible for providing administration support for sporting and co-curricular events.

Key Responsibilities:

The Events and Co-Curricular Administration Officer is responsible for the provision of administrative support in a highly professional, welcoming and helpful service that clearly demonstrates our organisation's Core Values. Key responsibilities will centre around day-to-day support for Sporting and Co-Curricular events.

Other responsibilities include:

- **Administrative support to the Finance Team:** Provide administrative support for the Finance Team and College Registrar where required.
- **Event and Activity Support:** Collaborate with the Sport Coordinator and Junior School Sport Leader to provide administrative support for sporting events, including College-run events and external competitions; Work with the Instructional Leader of CAPA to coordinate Peripatetic Teachers and external providers; Work with the Business Manager and Property Manager to oversee Facility Hire for external stakeholders.
- **Communication and Data Integrity:** Attend enquiries from parents, visitors, and students; Ensure the integrity of data and operation of the School Management System (TASS.Web).
- **Emergency Preparedness:** Maintain a thorough knowledge of emergency procedures within our College environment.

Specific duties:

- **Attendance and Reception Support:** Provide support to College Reception and Student Reception as needed; Attend to specific and general enquiries from parents and visitors; Coordinate the receipt and distribution of all incoming and outgoing mail and deliveries.
- **Calendar and Events:** Update College Calendar ensuring events are accurately reflected.
- **Communication and Correspondence:** Maintain clear correspondence to College families; Resolve email bounce-backs as required; Assist College families with access and procedures around the mySPCC Parent Portal.
- **Work, Health and Safety:** Confidently provide First Aid where required.
- **Records Management:** Assist in filing of all student data, correspondence, reports, etc.; Archive past student files; Ensure confidentiality is strictly maintained.

You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by the Principal or Office Manager.

The essentials you'll need:

- Be a committed Christian who is actively involved in their local church.
- Work co-operatively as part of a team, displaying excellent team-working skills, showing a high level of initiative.
- Be positive, enthusiastic and highly motivated; hold a high level of professional excellence, confidentiality and discretion.
- Demonstrate excellent planning and organisation skills with a keen eye for detail; hold an excellent telephone manner.
- Highly developed computer skills including Microsoft Suite and a capacity to learn new systems where needed.
- Ability to effectively plan and manage various administrative projects and procedures, meeting both daily and long-term deadlines whilst ensuring quality control of outcomes.
- Demonstrate adaptability, resilience and the ability to manage work-related pressures within a constantly changing school environment. The ability to multi-task, manage your own time, prioritise workload and meet deadlines is crucial to the success of this role.

Other valuable skills you may have:

- Experience working in an education setting.
- Knowledge of TASS.Web would be an advantage.

- Current First Aid Certificate, or willingness to obtain, is preferred.

We'll encourage you along the way

No job description can capture the complexity of running a school. Therefore, this job will include such other duties as may be required by the Principal. Job descriptions will need to be reviewed from time-to-time in order to ensure they remain relevant in a rapidly changing world. We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows. The current hours of work are Monday to Friday 8:15am – 4:15pm.

All employees are responsible for ensuring the workplace is free from sexual harassment and must not engage in any behaviour that could amount to sexual harassment.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and have discussed the JD with my Manager.

Employee Name:	
Employee Signature:	
Date:	