



## **Selection Criteria and Job Description Alta-1 College- Administration (ConnectEd)**

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### **SELECTION CRITERIA**

**Please ensure you address the below selection criteria in no more than 4 pages and submit along with a cover letter, your resume and pastor's reference.**

#### **Section 1 – Essential**

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working With Children Check.
4. Demonstrated sound understanding of office administration procedures.
5. Intermediate to advanced knowledge of Microsoft Office Suite.
6. Proven record of self-motivation, efficiency and professionalism.
7. Ability to adapt and quickly respond to new systems and processes.
8. Demonstrated capacity to work as part of a team.
9. Ability to interact with a range of clientele in various capacities.

#### **Section 2 – Desirable**

1. SEQTA and School Pro experience.
2. Previous experience with Mac software.
3. Relevant qualifications

### **Primary Role**

The primary role of the Administration Officer within Alta-1 College is to provide administrative support to the processes whereby the school enrolls, monitors and supports its students, in conjunction with secretarial and general office duties.

### **Role Domains**

This role is built around the following domains:

- Maintaining records of student enrolment and attendance
- Providing secretarial support to the office
- Designated general office duties

### **Responsibilities of the Role**

Professional responsibilities:

- The Administration Officer serves as a member of the school's administration team.
- The Administration Officer is required to maintain collegial and professional relationships with other members of the staff across Alta-1 College.
- The Administration Officer is expected to actively support the Christian ethos of Alta-1 College.

Specific responsibilities of the Administration Officer within the Alta-1 College office include the following:

### **General Office Duties**

▪ Respond in the first instance to incoming telephone calls and email enquiries
▪ Direct telephone and email enquiries to appropriate staff members
▪ Greet visitors to the office
▪ Assist Regional Principal in organizing and promoting events: staff meetings, conferences, camps and end of year awards night.
▪ Assist campus administration as requested through Regional Principal
▪ Respond to staff enquiries
▪ Write correspondence as required
▪ Other duties as directed through Regional Principal
▪ Oversee O/H&S meetings, records and maintenance for region
▪ Assist student services admin as requested through Regional Principal

### **Enrolments**

▪ Respond to enrolment enquiries received by phone, mail, email and in person
▪ Receive, check and file all student enrolment documentation; follow up as necessary
▪ Send and receive student transfer notes between schools
▪ Oversee the entry of daily student attendance data submitted electronically into SEQTA by teachers
▪ Liaise with Participation Officers in following up student attendance and assist Regional Principal with referrals.
▪ Enter and maintain student enrolment data into Schoolpro2
▪ Inputting billing information for every enrolment
▪ Uploading all enrolment documents onto SEQTA, and maintaining up to date records on SEQTA.
▪ Provide student names, and log in details for Mathletics and Literacy Planet during the data collection process

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Alta-1 College- 08) 9403 8200

E-mail-HR@alta-1.wa.edu.au

**Records**

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| ▪ Maintain the school's student data information with School Curriculum and Standards Authority. |
| ▪ Assist Regional Principal with monthly dashboard figures for Board Meetings                    |

**Reporting Relationship**

The Administration Officer is responsible to the Regional Principal, for the general discharge of all his/her duties.

**External Relations**

Public relations (eg. Contact with the media, police other organisations) and contact with general external agencies is the responsibility of the Principal or delegate.