

## Role Profile

**Title of Position:** ADMINISTRATION ASSISTANT

**Type of Appointment:** Fulltime, term time

**Commences:** 13 January 2025

1. **Conditions**

Good News Lutheran School is a co-educational P-6 school located in the western suburbs of Brisbane (20 mins to CBD). The school has well-established facilities and caters for up to 360 students in a caring, Christian environment. The school shares a worship centre on site with the church congregation, and is committed to providing a quality, Christian education through excellence in learning and teaching.

Salary and related conditions are as per the Queensland Lutheran Schools Single Enterprise Agreement.

***This Role Profile must be read in conjunction with the Administration Assistant Position Description.***

2. **Special Conditions**

It is expected that all employees demonstrate behaviours consistent with a Christian ethos and environment, and participate in theological orientation, worship and/or staff spiritual formation opportunities as required from time to time.

3. **Role Overview**

The person is expected to:

- 3.1 Assist with the day-to-day administrative functions of a school reception office, including interactions with clients and stakeholders, data entry, school tours and administering of first aid.
- 3.2 Coordinate production of school communications and promotions, such as the newsletter, school magazine and social media posts.
- 3.3 Develop and manage digital content using a variety of Apple and Microsoft programs.
- 3.4 Assist with resource production, such as printing, photocopying, binding and laminating.
- 3.5 Assist with special events, such as sports days, the fete and professional development days.
- 3.6 Provide appropriate pastoral care to, and maintain positive, professional relationships with, all staff, students, families and visitors.

4. **Selection Criteria**

SC1 Demonstrated skills that support the Christian ethos of the school:

1. Willingness to contribute to the maintenance of the Christian-based caring atmosphere of the school for all stakeholders.
2. Ability to model Christian values and provide high levels of pastoral care to staff, students and parents / families.
3. Be actively involved in the school's worship and spiritual formation opportunities.

SC2 Demonstrated professional skills:

1. Ability to develop and maintain positive and professional relationships with staff, students, parents/caregivers and members of the community.
2. Good interpersonal, organisational, time-management, literacy, numeracy, ICT and problem-solving skills, with a high ability to work both independently and cooperatively with others in a manner that promotes a positive environment.
3. Knowledge of and experience with creating a variety of resources in a timely and efficient manner, including photocopying, binding and laminating.
4. Suitable experience with creating and managing digital content using Apple and Microsoft programs.

6. **Knowledge, Qualifications and Conditions**

- 1) A current positive Working with Children Suitability Card (Blue Card) – or ability to obtain.
- 2) Suitable experience with the creation of both physical and digital resources.
- 3) High levels of literacy, numeracy, ICT, interpersonal, communication, organisation, time-management and problem-solving skills, with the ability to work both independently and as an effective team member.
- 4) A current Senior First Aid and CPR certificate – or willingness to obtain.
- 5) Be physically, mentally and emotionally fit to perform the role to the required standard.
- 6) A 6-month probationary period applies to school officers not currently employed within Lutheran Education Queensland.
- 7) A willingness to support the Christian ethos of the school and all spiritual formation requirements as set by the school and / or Lutheran Education Australia policy.

**Applications**

Applications for this position are to include:

- a) A cover letter outlining your reasons for applying.
- b) A resume outlining experience and qualifications as relevant to this role.
- c) Contact details for at least 2 professional referees.

Applications must be emailed to [employment@gnls.qld.edu.au](mailto:employment@gnls.qld.edu.au) by 4:00pm, Monday 2 December 2024.