



## **POSITION DESCRIPTION: School Services Officer**

### **SCHOOL PROFILE**

Grace Christian School is an independent, non-denominational, co-educational school affiliated with Christian Schools Australia and is a ministry of Dreambuilders Church. The school is conveniently located within the City of Bunbury, a growing coastal regional city, 187km south of Perth. The current school enrolment is approximately 680 students from Kindergarten to Year 12, and provides Bible based education in an atmosphere of Christian Community.

### **GRACE STAFF**

Grace Christian School staff are all committed Christians and play a vital role in enabling the school to deliver on its educational commitment to both its parents and students.

*The following statements are intended to describe the general nature and level of work expected and being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

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### **1. REMUNERATION AND CONDITIONS OF APPOINTMENT:**

WA Christian Schools Non-Teaching Staff Multi-Enterprise Agreement 2013-2015  
Salary range: Level 3, Step 1 to Step 6

### **2. POSITION OBJECTIVES**

The School Services Officer is responsible for the provision of student services, maintaining student enrolment information and family details as well as general administrative support within the school office.

### **3. KEY DUTIES AND RESPONSIBILITIES**

#### *Student Services*

- Manage student attendance
- Administer First Aid and maintain supplies and facilities in the student sick room
- Assist, as required, in organising orientation programs, graduation ceremonies and other key student events
- Assist students, parents and staff members with enquiries

#### *Registrar duties*

- Create and maintain student and family records in the school data base
- Manage end of year 'roll over' functions to update current, past and pre-enrolled student data
- Process student transfers

#### *General Administrative duties*

- Provide administrative support services
- Collecting/receipting monies
- Receive incoming phone calls and redirecting enquires as appropriated
- Prepare a wide variety of reports, class lists, etc.

#### **4. BASIS OF SERVICE**

The School Services Officer will seek to perform all duties as a ministry to the Lord's people under the leadership of Jesus Christ and in the spirit of Christian servanthood as described in Colossians 3: 12 – 17.

The appointment should be based on a clear sense of calling from God as agreed by both the school and the individual.

The School Services Officer should be an excellent model of servant leadership to students and other staff, assisting the school community to achieving the aims and objectives of the school.

#### **5. ORGANISATIONAL RELATIONSHIPS**

*Responsible to*

- Bursar
- Business Manager
- Members of the Executive team

#### **6. SELECTION CRITERIA**

*Essential*

- A committed Christian with demonstrated faith in Jesus Christ and active involvement in a local church as evidenced by a reference from their Pastor.
- Appropriate qualifications and experience in the areas for which the position has direct responsibility
- Ability to work independently and effectively in a team environment
- Well-developed time management skills and the ability to work to deadlines
- Excellent interpersonal skills with the ability to relate well with students, staff and parents.
- Well-developed administrative skills
- Well-developed IT skills and experience with general office and data based software.
- Demonstrated organisational skills and the ability to work under pressure.
- Demonstrated capacity to perform the key duties at a high standard.
- A high level commitment to Christian education and the objectives of the school.

*Desirable*

- Previous experience in a similar role