



HOPE
CHRISTIAN COLLEGE
A Ministry of Otago Christian Church

Clerical Assistant Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

Clerical work is an important role at Hope Christian College. A Clerical Assistant will be able to work as part of a team and will also be able to work independently. They will be friendly, professional and responsive, providing welcoming and efficient service to our parents, students and the wider College community. They will form a good working relationship the Office Manager and will be directly responsible to the Office Manager. They will be skilled in the use of Microsoft and have the ability to become proficient in school management software, written and verbal communication, planning, general clerical duties

Personal Qualities

A member of the General Administration team will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- Efficient, organised and self-motivated
- Highly interpersonal, able to communicate with parents, students of all ages and staff
- Able to maintain strict confidentiality and to use discretion
- Personal integrity

Duties

- Day-to-day administrative and clerical duties as directed by the Office Manager including but not limited to:
 - Front Office reception duties as required, including but not limited to:
 - Greet and assist visitors to the office
 - Answer phone calls
 - Filing, laminating, binding, scanning etc
 - Receive, sort and distribute mail
 - Prepare outgoing mail for post
 - First aid relief as required
 - General Clerical tasks
 - Student records management, data input and management
 - Some out of hours work may be required for events such as Open Days and Twilight Tour nights. These will be negotiated on a case by case basis.
- Any other duties as directed by the College

Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
 - Working with Children Check
 - Responding to the Risk of Harm, Abuse and Neglect training (full day)
 - First Aid Certification

Desirable Qualifications

Certificates in fields related to office work, administration or working in a schooling environment.

Tenure: On-going employment following a successful 3-month probationary period

Level: SSO Grade 1 Assistant, Administrative

Hours: 37.5 hours per week over 5 days for 42 weeks per year + 4 weeks annual leave = 46 Paid weeks per year