



**HOPE**  
CHRISTIAN COLLEGE  
A Ministry of Craigmore Christian Church

## PE Clerical Assistant Role Statement

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

A clerical or administration position is an important role at Hope Christian College. Clerical Assistants will be able to work as part of a team and will also be able to work independently. The PE Clerical Assistant will form a good working relationship the PE faculty. They will be directly responsible to PE Key Teachers. They will be skilled in the areas of Microsoft and school management software, written and verbal communication, planning, general clerical duties and should display superior customer service skills.

### Personal Qualities

A member of the PE staff will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- Dedication to working toward student development through sport
- Personal integrity
- Organised and motivated
- Highly interpersonal, able to communicate with parents, students of all ages and staff
- Able to maintain strict confidentiality.

### Duties

Day-to-day PE related administrative duties as directed by the PE Key Teachers, including but not limited to:

- PE event bookings, venue research
- Assist with developing sport administration procedures and documentation
- Assistance with organising administrative aspects of College Sports Days, Outdoor Education programs & inter-school sport carnivals, including regular and repeated excursions
- Data input and management
- PE related ordering, loaning and care of equipment (labelling, light maintenance, etc.)
- Liaising with Event & Excursion Officer in administering Consent2Go
- Supplying sporting information to Marketing & Media Officer for publication
- 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 Abuse and Neglect training (full day)
  - First Aid Certification.

**Tenure:** Ongoing employment

**Level:** College Support Officer, Grade 1 Assistant, Clerical

**Hours:** 19 hours per week over 40 weeks (+ 4 weeks Annual Leave)

Employee Name .....

Employee Signature ..... Date .....

Principal Signature ..... Date .....