



EMANUEL SCHOOL

FACILITIES AND OPERATIONS ADMINISTRATION ASSISTANT ROLE DESCRIPTION

Role Purpose

The Facilities and Operations Team is responsible for the provision of a safe environment for students and staff. This includes the creation and maintenance of a physical environment that is conducive to learning, and that also provides a high level of amenities for students and staff.

This is a permanent, part-time role who works year round excluding the school closure period in December/January. The position requires 15 hours per week, ideally spread over 3 days with 5 hours each day. The days of the week are flexible.

Reporting Lines

The Facilities and Operations Administration Assistant will report to the Facilities and Operations Manager.

Key Responsibilities

The Facilities and Operations Administration Assistant will be responsible for:

- Managing diaries, including scheduling internal and external meetings
- Handling helpdesk management and responding to staff tickets
- Assisting with communications to staff and external parties
- Supporting project management for various maintenance-related tasks
- Preparing for and setting up events
- Performing general administrative duties such as project management, data tracking, audit preparation, credit card payments and reconciliations, and attending meetings
- Taking minutes at Work Health and Safety meetings
- Providing occasional traffic assistance
- Performing inspections for routine maintenance tasks
- Anything else reasonably requested from school leadership.

Experience and skills required

The experience and skills required for this position are:

- 5+ years' experience in an administrative position
- A customer-service focus and a can-do attitude
- High level of written and verbal communication skills
- Ability to work calmly under pressure
- Confidence and professionalism in liaising with staff, students, parents and external providers at all levels
- Excellent organisational skills
- Ability to work independently, manage time effectively, and handle multiple priorities in a fast-paced environment.
- Maturity and diplomacy in handling sensitive issues
- High level confidentiality
- Ability to use initiative
- High level attention to detail
- An appreciation of children of all ages and the ability to engage with students of all ages
- Excellent computer skills, including high level knowledge of Office, School Management Systems (e.g. TASS) and Google Apps.

The successful candidate must hold a valid Working With Children Check (WWCC) in accordance with the Child Protection (Working with Children) Act 2012.

Emanuel Employee Qualities & Attributes

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes:

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to the wellbeing of students and fellow staff.
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community.

- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School.
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service. We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Emanuel School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Emanuel has zero tolerance for child abuse.

Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and global citizens. In particular we value:

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| • Excellence | • Respect |
| • Perseverance | • Integrity |
| • Lifelong love of learning | • Responsibility |

- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.

Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.