

Schedule 1



POSITION DESCRIPTION
RELIEF ADMINISTRATOR (PRIMARY & SECONDARY)

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KINGSWAY
CHRISTIAN COLLEGE
POSITION DESCRIPTION
RELIEF ADMINISTRATOR (PRIMARY & SECONDARY)

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The Kingsway campus is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program and Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title:

Relief Administrator (Primary & Secondary)

Department:

Administration

Tenure

Permanent full-time position, subject to the satisfactory completion, by the appointee, of a six (6) month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Relief Administrator position reports to the Administration Manager.

Section 6. Responsibilities and Duties

Role

The Relief Administrator is responsible for ensuring the effective and efficient administration of the day-to-day relief requirements of the Primary and Secondary School staff.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos.

Specific Duties

As directed by the Administration Manager, or delegate, your specific duties include but are not limited to:

Emergency Relief Administration

- Process notifications received from Deans and Associate Deans (Primary and Secondary) regarding day to day relief requirements for Teaching Staff, Education Assistants, Library Teachers and Assistants.
- Monitor and process all requests for relief on a daily basis.
- Maintain accurate relief records and data in the College's School Management System.
- Ascertain and allocate appropriate relief for Primary and Secondary teaching staff to determine if relief can be filled internally from permanent staff or requires relief to be filled from the external relief pool.
- According to the notifications received, determine which teachers and assistants require relief replacement and contact the appropriate staff member or an external staff member in the relevant relief pool.
- Administer the allocation of relief to permanent staff as equitably as possible with reference to their teaching loads, other allocated relief periods, faculty preferences and staff skills and capabilities.
- Input all emergency day to day reliefs on College's School Management System and Timetable Software each morning.
- Notify permanent staff and relief pool staff on the morning of any relief periods, including yard duties, they have been allocated for on the day.

Pre-booked relief

- Record various excursions and other activities into the relief database in order to determine which members of staff require relief cover.
- Assist staff (event organisers) in sourcing extra relief staff for excursions or large functions as required.
- Enter all pre-booked reliefs into College's School Management System and Timetable Software before the end of the previous school day, to allow sufficient notice to staff members of their allocated relief.

Administrative tasks

- Start Draft leave forms for Emergency leave.
- Load bulk excursion leave forms for camps etc, all done digitally.
- Transfer visible leave forms from College's School Management System into Timetable Software for efficient relief allocations.

- Paysheets – Enter daily Relief worked by external relief staff and any extra relief worked by internal staff.
- Forward completed paysheets to Payroll every Friday for processing.

Other duties as delegated by the Administration Manager

- Perform room changes for certain events as required and record in College's School Management System into Timetable Software where appropriate.
- Light cleaning and tidying duties inherent in the position.
- General Admin support for reception and Student Services when required.
- Other administrative duties as required to properly fulfil the responsibilities of the position.

Workplace Health and Safety

- Comply with College policies and procedures and take responsibility for the safety of self and others.

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. High level communication skills – demonstrate an ability to develop and nurture positive working relations with the College internal and external customer base, including students, parents, staff and visitors.
2. Possess initiative and be a self-starter able to work with limited supervision, or as an effective part of a team, to achieve completion of tasks to deadlines.
3. Able to anticipate and resolve problems, and take action for effective solutions having considered the risks.
4. Able to maintain a positive work environment and poise under pressure during peak work periods.
5. Computer literate with a sound knowledge of Microsoft Word, Excel, database systems and other College reporting systems.
6. Ability to establish and maintain effective record keeping systems.
7. Hold a Certificate III in Business Administration or equivalent level of expertise gained from a combination of recent experience, training or professional accreditation.

Desirable

1. Understanding and have knowledge of the TASS data management system and Edval Daily.
2. Hold a current "Apply First Aid" certificate.
3. Previous experience in a school environment.

Section 8. Application

Applications must include the following:

- Administration & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Tuesday 19 August 2025

Peter Burton
Principal
August 2025