



Position Summary:	Board Administrator
Reports to:	Chair and Company Secretary

Our Purpose

1. To honour God in providing affordable high quality education that is founded on the Bible. These Scriptures are the foundation of all reason and underpin true knowledge and learning, and therefore are inherent to Christian schooling.
2. To assist Christian parents in fulfilling their God-given responsibility to teach their Children.

Role's Primary Purpose

This position provides secretarial support to the Board and the Company Secretary to ensure Director obligations are met. The position also provides support to assist The Sutherland Shire Christian School Association Ltd in the smooth running of events and meetings. A high level of professionalism in written and oral communications and confidentiality are key components in carrying out this role.

Hours

Hours will vary from week to week but will equal 15 hours per fortnight at a minimum, with timesheet to be updated fortnightly. Attendance at Board Meetings and Association AGM's and General Meetings, which are generally held outside of usual business hours, will be required.

Key relationships

The Board Administrator is responsible to the the Company Secretary as well as the Directors through the Chair. The Board Administrator will also liaise with administration staff, teaching staff, parents, Company members and other external bodies.

Responsibilities and Duties

Secretarial support to the Board:

- Coordination of the board meetings including the preparation of agenda and distribution of relevant information
- Ensure records of board decision making are accurately recorded and retained
- Board compliance requirements – working with the Chair of the Board to ensure that the Board is up to date with all relevant compliance requirements; such as:
 - arrangement of Director training
 - preparation and retention of Board declarations
 - maintaining appropriate registers as required.
- Board Visits - arrange the schedule for Directors who are to visit the School each month
- Management of board correspondence

Company Secretary support to the Business Manager:

- Company Meetings – coordination and oversight of the management of these events including the preparation and distribution of the notice of company meetings, agenda and supporting documents and the preparation of accurate minutes of Company meetings.



Shire
Christian
School

a firm foundation

- Association membership management – management of any applications for membership and appropriate follow up as required
- Board secretary email account management

All employees recognise and accept that multiskilling is an essential component of the school and may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.

The successful applicant should be a committed Christian actively involved a church community. All employees at Shire Christian are expected to be personally committed to the school's mission, vision and statement of faith with a clear understanding of reformed evangelical theology.

How to apply: Please use the support staff application form found on our [school's website](#) and email to boardsecretary@shirechristian.nsw.edu.au.

Closing date for applications: Open until filled