



St Philip's Christian College Cessnock

Employment Information Pack

2022 COLLEGE APPOINTMENTS

Applications from suitably qualified and experienced people are invited for the following position:

Junior School Administration

The anticipated outcome of this advertisement is that the successful applicant will be appointed to the staff of the College, commencing in 2023 or earlier if possible. Salaries will be paid in accordance with the Industrial Instrument that has been negotiated with staff.

APPLICATIONS CLOSE

10 January 2023

Requests for further information beyond what is contained in this information pack should be directed to:

MRS KARRI MATHESON

Head of Human Resources

Ph: (02) 4007 5000

Email: karri.matheson@spcc.nsw.edu.au

THE COLLEGE MOTTO

The College Motto comes from the words of Jesus, in John 14:6, Jesus says, 'I am the Way, the Truth and the Life'. It is our desire that all students come to know this to be true in their own lives.

THE COLLEGE MISSION STATEMENT

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

OUR VISION

St Philip's Christian College seeks to be a leading provider of quality Christian schooling within our nation, where:

- Every student develops a personal faith in Jesus Christ and is empowered to live with purpose, integrity and joy.
- Every student achieves their God-given potential and is well equipped to make a significant contribution to society.
- Every student benefits from innovative and effective learning experiences taught by skilled and dedicated teachers.
- Every student enjoys a safe and secure learning environment wherein they feel connect and affirmed.
- Every student contributes to a culture of respect, dignity, care and concern for others.
- Every student has access to excellent learning resources and is taught in the best learning facilities we can provide.

OUR CORE VALUES

1. Christ First
2. Serve One Another
3. Strive for Excellence
4. Do What is Right
5. Build Community

OUR CORE APPROACH

As the campus grows, we will look to always have:

- A caring atmosphere where each student knows that there are adults who will listen to them;
- A safe environment where excellence in character is free to express itself; and where destructive character is restrained and offered to be retrained; and
- An engaging learning environment that provides appropriate learning challenges and so releases all of our students to excellence.

AN INTRODUCTION TO ST PHILIP'S CHRISTIAN COLLEGE CESSNOCK

St Philip's Christian College Cessnock is located in the heart of the Hunter Valley on a 42-hectare site on Wine Country Drive, Nulkaba. It is a rapidly growing Independent school with almost 1200 students K-12. The College has experienced rapid growth over the past few years and will continue to expand to 1,400 students and beyond.

A key priority of our College is to ensure our education is geared towards preparing students for the challenges of today's world i.e., developing the learning capacity of every child and shifting the emphasis from teaching to learning. Linked with this is our desire to engage students so that they are connected in relationships with staff and each other and are encouraged to think deeply. We also recognise that education cannot be limited to the classroom and so must involve the wider community.

Cessnock is an area rich in opportunities as well as challenges. Our College needs teachers and business staff who know that they are called by God to work in such a pioneering field and who are confident in being able to connect with students, staff, parents and the surrounding community. We need teachers and business staff, therefore, who share the vision of the College — teachers who have the necessary flexibility, initiative and leadership skills for the task and teachers who are willing to be part of a team committed to forging this initiative in Christian education. Having interests and skills which can be used in extra-curricular activities will be an advantage.

ROLE DESCRIPTION

The Junior School Administrator is an integral part of the College, working with our Head of Junior School, Assistant Head of Junior School and Head of Business Services to co-ordinate the day to day operations of the Junior School. Experience is preferred in the area of school administration. It is expected that the person will have strong interpersonal skills and a hardworking dedicated attitude.

Duties of the Administrator may Include:

- Strong communication, interpersonal and public relations skills to enable professional interaction with a range of people including senior management and other staff, public, dignitaries and representatives.
- Ability to maintain confidentiality and an understanding of commercial in confidence practices.
- Well-developed keyboard and computer skills with an advanced working knowledge of the Microsoft Office Suite and some experience with graphic design programs preferred.
- Demonstrated experience in the preparation of agendas and minutes.
- Highly developed time management skills and demonstrated ability to meet deadlines and to effectively manage multiple projects including the organisation of events and functions.
- Developing knowledge of the school community, organisational structure and the functions of the School to enable the efficient handling of enquires and requests for information from both external and internal customers.
- Extensive experience (minimum 3 years) in a position as an Administration Manager, executive or personal assistant

- Completion or study towards qualifications in administration studies (desirable).
- Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
- Any other administrative needs of the Head of Junior School and Head of Business Services

ROLE REQUIREMENTS

- Committed Christian and an active church member
- Passionate about Christian education
- Display discretion, confidentiality, honesty and integrity
- Be positive, self-directed, enthusiastic and highly motivated
- Demonstrate adaptability, resilience and the ability to manage work related pressures
- Work cooperatively and collaboratively as a member of a team
- Demonstrate high level of organisation and excellent phone manner
- Demonstrate flexibility to deal with a constantly changing school environment
- Be innovative, suggest and develop new and improved procedures
- Ability to maintain high standards and have a calm and methodical approach
- Ability to multi-task, prioritise workload and meet deadlines
- Excellent written and oral communication skills
- Possess a sense of humour and excellent interpersonal skills
- Ability to work successfully with teachers, students, leaders and the wider school community



COMPLETING THE APPLICATION

If you believe that you possess the necessary qualities and commitment for this position, you are invited to make an application. Completed applications should comprise of:

- A completed St Philip's Christian College Cessnock 'non teaching' application form, available on the website.
- A comprehensive Curriculum Vitae
- A supporting statement outlining your suitability for the position (please make it clear for which position you are applying).
- Signed copies of the Employment Collection notice (as required by law) and agreement with the Staff Code of Conduct
- Any other information you consider relevant to support your application

APPLICATIONS CLOSE

10 January 2023

APPLICATIONS SHOULD BE FORWARDED TO:

Mrs Karri Matheson

Head of HR

St Philip's Christian College Cessnock

PO Box 833, Cessnock NSW 2325

