



Administion Officer (Student Development)

Type of employment	Full-Time or Part-Time Term Time	Location	Carbrook
Tenure	12-month Contract Commencing January 2023	Classification	Level 4 Based on Experience
Closes	28 November 2022	Contact	P: 07 3287 6222 E: HR@calvarycc.qld.edu.au

About Us

Calvary Christian College is a ministry of Real Life Christian Church with students from Childcare to Year Twelve and campuses located in Springwood and Carbrook. Our College has been developed on strong Biblical foundations and is committed to unleashing the potential of our staff and students through:

- Exceptional Learning
- Authentic Discipleship
- Vibrant Community

Role Overview

Our College is seeking an Administrator to work as part of our Student Development Team. This is a term time 12-month contract appointment.

About you

- You are innovative, organised and driven to deliver.
- You are passionate about providing a high level of service, transforming lives and will be fully invested in the College, its mission and its intent.
- You are an active listener and a leader who builds strong positive relationships with our community.

Responsibilities

You will be responsible for:

- Provide administrative support to the Student Develop Team concerning designated aspects of school management.
- Work in the College's Health Hub (first aid) alongside the College Nurse and provide first aid and administration support
- Take ownership of driving designated administration processes and ensuring the needs of our clients are met.
- Demonstrate tolerance, maturity, patience and a capacity to self-organise and be adaptable in a busy environment.
- Within the College's routines, methods and procedures effectively communicate with students, staff and other stakeholders in a way that reflects the College's values, including when some discretion and judgement are involved.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Uphold our values by respecting individual differences and diversity.
- Commit to improving their own practice through self-evaluation and in response to professional dialogue and feedback.



- Recognise and respect the role of Learning Designers (Teachers) and other colleagues by liaising and working effectively with them.
- Participate in staff daily devotions and College worship sessions.

Selection Criteria

1. Demonstrated competence in providing exceptional administration support to internal and external stakeholders.
2. Demonstrated capacity to utilise digital platforms (including Microsoft Teams) for the purpose of supporting teaching and learning and keeping records.
3. Demonstrated strong interpersonal skills and a capacity to quickly develop authentic relationships.
4. Outline how your faith and beliefs align with ours as a Christian College.

Staff Benefits

Calvary employees can access a range of benefits, including but not limited to:

- An attractive remuneration package that includes annual pay increases and increased superannuation entitlements.
- Discount on student tuition, Other than School Hour Care (OSHC) fees and private health insurance.
- Salary sacrificing benefits, including novated leasing.
- On site short and long day care services (Carbrook) and a pre-prep service (Springwood and Carbrook).
- Be part of a vibrant community including regular events, worship, devotions and prayer groups.

Highly Desirable

- A qualification in Education Support, Early Learning or equivalent experience would be advantageous.

Mandatory Criteria

- The applicant must have or be able to obtain prior to commencing work, a current Working with Children Blue Card

Application Process

Applications are to be submitted by email to HR@calvarycc.qld.edu.au and are to include a cover letter and resume. In your cover letter, **in no more than two pages**, tell us:

- **About your capacity to meet the responsibilities of the role in light of the selection criteria; and**
- **About your faith journey and current church involvement**

On appointment, the applicant will also be required to acknowledge acceptance of the College's Statement of Beliefs and Staff Lifestyle Agreement. These documents can be obtained by visiting our website at <https://www.calvarycc.qld.edu.au/employment-staff>.

Applicants will also be asked to provide evidence of possession of a current Working with Children Blue Card.



Working at Calvary Christian College

Your Employer

Staff are employed by the Council of Calvary Christian College

The College's Expectations

- Staff members will be committed Christians, involved in regular worship, and active in expressing their faith through their lifestyle.
- Staff members will subscribe to the aims of the College and be committed to the Christian values of the College (see prospectus)
- Staff members will pray daily with colleagues and students and participate in the worship activities of the College.
- Staff members will work within the authority structure of the College (Council; Principal; Executive Staff) and actively support the policies of the College.
- Staff members will work to help students develop a Christian vision of life so that they become effective stewards of the creation.
- Staff members will participate in the College's strategic planning and professional development activities and attend the annual staff Retreat.
- Staff members can be required to work on either campus according to the needs of the College.

Privacy

- In applying for this position you will be providing Calvary Christian College with personal information.
- If you provide us with personal information we will collect the information in order to assess your application. You agree that we may store this information for 12 months.
- We will not disclose this information to a third party without your consent. However, we usually disclose this kind of information to the following types of organisations: Board of Teacher Registration, government departments such as the Police Department for a criminal record check.