



## Executive Assistant

### **Full Time position - Immediate start or 2023**

OCS is seeking an Executive Assistant to report to the Deputy Principal. The successful applicant will have high level organisational and administration skills, proficient with the Microsoft Office Suite and experience with policy and procedural compliance. Tertiary qualifications and/or experience in a school context are preferred.

The successful applicant will be an active member of a Christian church, possess a passion for Christian Education, and will be willing to support the mission and vision of Orange Christian School.

A full job description is below.

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants should download and fill out the application form and email to Jaimie at [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au), or call (02) 6362 7258 for more information.

Applications close 10th October, 2022



## Orange Christian School – Position Description

|                             |                     |
|-----------------------------|---------------------|
| <b>Position Title:</b>      | Executive Assistant |
| <b>Full Time/Part Time:</b> | Full Time           |
| <b>Reports To:</b>          | Deputy Principal    |

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Orange Christian School (the School) is a Prep to Year 12 School and this position needs to be supportive of the Prep – Year 12 context of the school. The School culture is one of close collaboration across the school. The vision of the School is:

*“To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God.”*

Each staff member is to be active in promoting this vision through their role within the school.

### **THE ROLE**

The position of an Executive Assistant at the school is responsible for providing administrative support to the Deputy Principal.

The Executive Assistant must maintain effective communication skills and present themselves in a professional and courteous manner at all times.

### **INVOLVEMENT IN THE LIFE OF THE SCHOOL**

This will involve:

- attendance at staff meetings as required
- involvement in school events as required. For example, Thanksgiving and Dedication Services
- participation in staff devotions

### **THE APPLICANT**

The Executive Assistant will:

- be a Christian who is striving to live a life in accordance with God’s word which is evident in the way they live
- be willing and able to share their faith through their role at school
- be an active member of a Church Community
- understand that their conduct should be as a role-model to all members of the school community
- show a commitment to and understanding of the Prep to Year 12 school context
- be supportive of the School’s vision and strategic directions
- maintain the ability to work in the pressure of a school environment where there are competing priorities
- maintain excellent verbal and written skills
- maintain confidence in dealing with a range of customers including, staff, parents, students and visitors
- maintain good customer relations and interpersonal skills
- maintain confidentiality in issues relating to students, staff and parents

## GENERAL RESPONSIBILITIES

### DEPUTY PRINCIPAL ASSISTANCE

- Maintain the Deputy Principal's diary – interviews, functions, visits, arrangements etc.
- Receive and filter telephone calls for the Deputy Principal
- Arrange hospitality for the Deputy Principal and/or Board functions
- Arranging travel and accommodation details for Deputy Principal
- Prepare written reports and draft documents for the Deputy Principal as well as staff memos etc
- Maintain PD record for staff
- Maintain minutes of committee meetings such as Work Health and Safety
- Support Executive staff in clerical, administrative & organisational matters at Deputy Principal's discretion
- Handle & process confidential mail/email and other documents
- Update and add new information to Handbooks, enrolment forms, school information, standard letters, exam cover sheets, exam sign out sheets etc as required.
- NAPLAN Administration
- School Reports
- Edumate administrative support
- Canvas administrative support
- Edval administrative support
- Policy and procedure compliance

### NESA

- Student confirmations, special provisions, presiding officer correspondence, change of course, report production, practical options
- Compliance checking
- Illness/Misadventure paperwork
- Prep policy administration

### BOARD

- Maintain Association membership records and mail outs
- Board Minutes Printing and Filing

### STAFF EMPLOYMENT

- Maintaining Casual Teacher Listing and information provision to Deputy Principal

### GOVERNMENT REPORTING

Complete online data reporting for the following agencies:

- NAPLAN (including administration of NAPLAN tests for students)
- DEEWR including SES
- DET
- ACARA

## DISTANCE EDUCATION

- Logging all incoming and outgoing mail for Distance Ed students

## PROFESSIONAL DEVELOPMENT

The Executive Assistant shall:

- undertake any reasonable recommended professional development provided by the School as directed by the Senior Executive, where the professional development is provided within the normal hours of work

## STAFF

The Executive Assistant shall:

- seek to maintain positive, encouraging and supportive relationships with the staff with whom they work
- develop positive channels of communication to ensure smooth operation of the front office and a healthy team environment
- ensure that equipment is respected and maintained to an optimal level of safety
- be cognizant of WHS within the school

## STUDENTS

The Executive Assistant shall:

- create a safe and supportive environment for children
- form relationships with children which are comforting and nurturing
- protect children and their rights
- foster positive, encouraging and supportive relationships between teachers, students and their parents

## ACCOUNTABILITY

The Executive Assistant shall:

- report directly to the Deputy Principal
- provide any information to the Principal/ Business Manager as and when required



# Orange Christian School

## A Prep to Year 12 School

*VISION: To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God*

## Employment Application Form

### Mandatory Requirements

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Please return this form together with:

- Cover letter addressing requirements for the position
- Your resume
- Working With Children Check number
- Copies of relevant qualifications/ academic transcripts
- Letter from current minister/ pastor
- Any other supporting documentation
- NESA Teacher number + accreditation status (teachers only)

Applicant's Name: .....

Position applied for: .....

- Full-time
- Part-time
- Casual

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Jaimie Honeysett, Principal's Assistant. **Email:** [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au)

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The Principal, Mr Ken Greenwood

**Orange Christian Schools Ltd** 500 Cecil Road ORANGE NSW 2800

**Ph:** 02 6362 7258 **Fax:** 02 6362 7441 **email:** [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au)

[www.ocs.nsw.edu.au](http://www.ocs.nsw.edu.au) A.C.N. 002 302 776 A.B.N. 50 002 302 776

Please complete in BLOCK LETTERS

Questions marked with an asterisk (\*) are optional

|                                    |  |                          |  |
|------------------------------------|--|--------------------------|--|
| <b>Title</b>                       | <input type="text"/>   | <b>*Country of birth</b> | <input type="text"/>   |
| <b>Surname</b>                     | <input type="text"/>   | <b>*Nationality</b>      | <input type="text"/>   |
| <b>Given name/s</b>                | <input type="text"/>   | <b>*Aboriginality</b>    | <input type="checkbox"/> Aboriginal<br><input type="checkbox"/> Torres Strait Islander<br><input type="checkbox"/> Both Aboriginal and Torres Strait Islander<br><input type="checkbox"/> None |
| <b>Teachers only – NESA number</b> | <input type="text"/>   |                          |  |
| <b>Date of birth</b>               | <input type="text"/>   |                          |  |
|                                    | <small>Required for verification of WWCC</small>   |                          |  |
| <b>*Gender</b>                     | <input type="text"/>   | <b>*Marital status</b>   | <input type="text"/>   |
| <b>*Children</b>                   | <input type="text" value="If you are considering enrolling your children at the school, into which year/s would they be enrolled?"/> |                          |  |

|                       |                      |                                     |                      |
|-----------------------|----------------------|-------------------------------------|----------------------|
| <b>Street Address</b> | <input type="text"/> |                                     |                      |
| <b>Suburb</b>         | <input type="text"/> | <b>Postcode</b>                     | <input type="text"/> |
| <b>State</b>          | <input type="text"/> | <b>Postal Address, if different</b> |                      |
| <b>Phone</b>          | <input type="text"/> | <input type="text"/>                |                      |
| <b>Mobile</b>         | <input type="text"/> |                                     |                      |
| <b>Email</b>          | <input type="text"/> |                                     |                      |

### CHILD SAFETY REQUIREMENTS

Please note: It is an offence under the *Child Protection (Working with Children) Act 2012 (NSW)* for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work. Further details: [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

|                 |                      |                    |                      |
|-----------------|----------------------|--------------------|----------------------|
| <b>WWCC No.</b> | <input type="text"/> | <b>Expiry Date</b> | <input type="text"/> |
|-----------------|----------------------|--------------------|----------------------|

**CHRISTIAN FAITH AND EXPERIENCE**

Church you attend: .....

How long have you attended: ..... Name of Pastor/Minister: .....

Outline your past and current involvement in church and/or Christian ministry: .....

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.....

Describe your habits regarding prayer and Bible study: .....

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.....  
.....

Please state, in a few words, your view of Scripture: .....

.....  
.....  
.....

What is your motivation for working in a Christian School? .....

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.....  
.....

*Additional Questions for Teaching Applicants Only*

Describe your approach to blending academic content with Biblical truth: .....

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Describe your approach to creating a productive and effective classroom environment: .....

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.....

What values do you seek to model as a teacher? .....

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Outline your experience in curriculum development: .....

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## PERSONAL INFORMATION

### HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? Yes  No

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

### CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) Yes  No

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

### OTHER MATTERS

Are there any other facts, limitations or issues of which the school should be aware?

## QUALIFICATIONS

Please attach copies of your qualifications to this application.

| YEAR | QUALIFICATION | SPECIALISATION | INSTITUTION |
|------|---------------|----------------|-------------|
|      |               |                |             |
|      |               |                |             |
|      |               |                |             |
|      |               |                |             |
|      |               |                |             |

*Please note: If your application progresses to an interview, you will be required to provide certified copies of your educational qualifications.*

## EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history

| YEAR | EMPLOYER | POSITION & DUTIES |
|------|----------|-------------------|
|      |          |                   |
|      |          |                   |
|      |          |                   |
|      |          |                   |
|      |          |                   |
|      |          |                   |

Please attach details of further training or skills that may be relevant to your application

|  |
|--|
| Are you a member of any Professional Associations?    Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, please list: |
| Skills/ competencies that you possess e.g. First Aid Certificate   |
| Interests/ hobbies where you have special training or ability e.g. music   |
| Community or service groups you are involved with  |

## REFEREES

Please include details for at least one referee for each category below.

Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

### Character Referees (Friend or Colleague):

|                           |                         |
|---------------------------|-------------------------|
| 1. Name:                  | Position:               |
| Workplace name & address: | Daytime contact number: |
| 2. Name:                  | Position:               |
| Workplace name & address: | Daytime contact number: |

### Professional Referees (Principal, Supervisor or Employer):

|                           |                         |
|---------------------------|-------------------------|
| 1. Name:                  | Position:               |
| Workplace name & address: | Daytime contact number: |
| 2. Name:                  | Position:               |
| Workplace name & address: | Daytime contact number: |

### Pastoral Referees:

|                           |                         |
|---------------------------|-------------------------|
| 1. Name:                  | Position:               |
| Workplace name & address: | Daytime contact number: |
| 2. Name:                  | Position:               |
| Workplace name & address: | Daytime contact number: |

Please note that a **written reference from the pastor or a church leader** from the church that you are currently attending is also required.

**STATEMENT OF FAITH**

**We believe:**

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

**DECLARATION**

I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.

I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.

Applicant's Name (print): ..... Date: .....

Signature.....

- In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available
- I DO NOT agree to the school keeping my application on file

**PRIVACY STATEMENT**

Orange Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used for the purpose of assessing your application and, if successful, for administering your employment at the school. The information will be stored securely. For more information, see the school's Privacy Policy, and Standard Collection Notice, available on the school's website. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, please contact the school.