



# *Orange Christian School* **APPLICATION** information pack

 (02) 6362 7258

 [www.ocs.nsw.edu.au](http://www.ocs.nsw.edu.au)

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 500 Cecil Rd. Orange NSW

# Principal's Executive Assistant

## ***Full Time***

OCS is seeking a full time Principal's EA with immediate commencement (negotiable).

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.

WWCC required.

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants are encouraged to read the full job description and requirements for further details and \_\_\_\_\_ complete the application form. \_\_\_\_\_

Email to Jaimie Honeysett at [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au),  
or call (02) 6362 7258 for more information.



Orange Christian School



## ORANGE CHRISTIAN SCHOOL – POSITION DESCRIPTION

**Position Title:** Executive Assistant to the Principal and EA Support Leader  
**Reports to:** Principal  
**Employment Type:** Full time (Permanent)

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### About the School:

Orange Christian School (the School) is a Christ-centred Prep to Year 12 co-educational learning community with over 535 students, located in the Central West NSW. The School is committed to nurturing students academically, spiritually, and personally and fosters a culture of close collaboration across all year levels. Staff work in close support for one another as the body of Christ and actively model Christian faith and values in every aspect of school life.

The vision of Orange Christian 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 dedicated to promoting and living out this vision through their role within the school.

### Position Overview:

The Executive Assistant to the Principal provides high-level administrative and organisational support to the Principal to ensure the efficient running of the school. The role also includes leading the EA Support Team to review and implement administrative processes to enable the effective operations and strategic directions of the school. This role requires discretion, integrity, initiative, excellent communication skills, and a heart for serving within a Christian educational environment.

### Key Responsibilities:

- Manage the Principal’s calendar, appointments, and correspondence
- Act as the first point of contact between the Principal and internal/external personnel

- Develop rapport and positive relationships at all levels in the school and wider community
- Maintain School Calendar and manage OCS Bus bookings
- Prepare, proofread, and distribute reports, newsletters, and official communications
- Organise meetings, prepare agendas, record minutes, and follow up on action items
- Maintain confidential records and handle sensitive information with discretion
- Maintain accurate document handling and filing systems (Staff List, Complaint & Grievance Registers, Mandatory Reporting Register)
- Coordinate Staff Appraisal administration and processes and Staff Intentions process
- Coordinate staff birthday, key events, catering, gifts and farewells (as required)
- Coordinate school events, professional development, and special projects (as required)
- Liaise with staff, parents, Board members, and the broader school community
- Support the governance functions, including Board meeting preparation (as required)
- Willingness to step in at Front Reception (as required)
- Provide EA Support to other EAs within the School (Deputy and Executive Staff)
- Undertake other administrative tasks as directed by the Principal

**Selection Criteria:**

- A committed Christian actively involved in a local church
- A willingness to live out their faith in accordance with the Bible and School's Statement of Faith
- Ability to lead Christianly, demonstrate strong biblical characteristics and values
- Has a genuine care and concern for the welfare of others
- Strong organisational skills and the ability to prioritise tasks
- Exceptional written and verbal communication skills
- High level of professionalism, confidentiality, and emotional intelligence
- Ability to problem solve, and adopt conflict resolution strategies
- Ability to handle stress, and high emotional situations in a calm and measured way
- Ability to work independently and collaboratively in a fast-paced environment

- Can abide and enforce, where necessary, School Policy and Procedures
- Can apply procedural fairness principles when dealing with others
- Proficiency in Microsoft Office 365 and other relevant software such as Edumate
- Previous experience in a senior administration or executive assistant role (education sector desirable)
- Appropriate secretarial/administrative qualifications, e.g., Cert IV in Business Administration or equivalent.
- A current Working With Children Check (WWCC) and agreement with the school's Statement of Faith

**Desirable:**

- Experience working in a school environment
- Knowledge of school management systems (e.g., Edumate)
- Willingness to share at staff devotions

**Award:**

- *NSW Christian Schools General Staff Multi-Enterprise Agreement – 2020-2023*

The school reserves the right to modify and adjust role descriptions to meet its operational and strategic needs.

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## Orange Christian School Prep to Year 12

*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

Please return this form together with:

- ☐ Cover letter addressing requirements for the position
- ☐ Your resume
- ☐ Working With Children Check number
- ☐ Certified copies of relevant qualifications/ academic transcripts
- ☐ Birth Certificate or other identification
- ☐ NESA Teacher number + accreditation status (Teachers Only)

Statement of Service (required prior to employment offer - teacher's only)

Written Pastors/Ministers Reference (all applicants)

Applicant's Name: .....

Position applied for: .....

- ☐ Full-time
- ☐ Part-time
- ☐ Casual

Thank you for your interest in applying for a position at Orange Christian School. **Please note that all sections are required before the application is considered and reviewed.**

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

The Principal, Mr Yooie Choi

**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

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

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

WWCC No.

Expiry Date

Have you ever been subject to an investigation due to a reportable conduct/child protection matter and/or crossing professional boundaries and/or performance management issue and/or any other disciplinary action? If yes, please comment below (please attach a separate document if necessary)

Yes No



## CHRISTIAN FAITH AND EXPERIENCE

At OCS, we employ Christians who not only affirm our Statement of Faith but also live it in accordance with the Bible and as a disciple of Christ. All staff have a personal relationship with Jesus and are committed to building up the body of Christ here at OCS. As a Christian School, staff teach Christianly, share God's love, and interact with our community as ambassadors for Christ.

Church you attend:

How long have you attended:

Name of Pastor/Minister:

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

What is your definition of a Christian?

What is the Gospel according to God's Word? What does it mean to you?

Give a brief account of your Christian faith journey

How does being a Christian affect your life today?



## CHRISTIAN FAITH AND EXPERIENCE

Outline your experience in sharing a Bible talk/devotion/study with others

Describe your habits regarding prayer, fellowship and reading the Bible

What are your views about the authority and role of the Bible in a Christian's life?

What do you believe is the unique function of a Christian school and why do you want to work at OCS?

Is there anything in the Statement of Faith that you believe is not aligned with your own Christian belief, doctrinal understanding, and experience? Provide reasons for your response (Statement of Faith is detailed on Page 9)

*Additional Questions for Teaching Applicants Only*

Describe your approach to blending academic content with Biblical truth:

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

What values do you seek to model as a teacher?

Outline your experience in curriculum development:

Do you have any further comments to support your application?

## 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 certified copies of your qualifications to this application.

YEAR	QUALIFICATION	SPECIALISATION	INSTITUTION

## 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"/> 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 [this is a requirement for teaching staff], Supervisor or Employer):**

1. Name:

Position:

Workplace name & address:

Daytime contact number:

2. Name:

Position:

Workplace name & address:

Daytime contact number:

### **Church Pastor/Minister Referee - written Pastor/Minister reference to be attached, no more than 6 months old - :**

1. Name:

Position:

Workplace name & address:

Daytime contact number:

2. Name:

Position:

Workplace name & address:

Daytime contact number:

## 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.

I have read, understand and agree to the Privacy Collection Notice (below)

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

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### 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.



## PRIVACY COLLECTION NOTICE - EMPLOYMENT

1. In applying for this position you will be providing Orange Christian School with personal information, including sensitive information, through its process of recruiting and employing staff members. Information is collected through: the job application, the interview process, reference checks made by the school and information provided with acceptance of employment by the successful applicant.
2. This information is required to assess the suitability of applicants for the job; to fulfil the legal and regulatory obligations upon the school; and to enable the school to discharge its duty of care to enrolled students. E.g. verification of Working With Children Check.
3. If you accept an offer of employment, we will ask you to provide us with information about your health. This information is collected to help the school in its duty of care to you, and if relevant our students. We recognise this is sensitive personal information.
4. The school may keep your recruitment record on file for up to six (6) months, in the case of unsuccessful applications and unsolicited applications, in the event of another position opening; unless you advise the school that you do not consent to the school keeping your information.
5. The personal information collected about you will be stored securely. Employee files are maintained confidentially in the school; and are exempt from the Australian Privacy Principles under the Privacy Act 1988.
6. Orange Christian School has CCTV cameras installed on the school grounds in the following locations:
  - Site entry and exit points;
  - Carpark (along Cecil Road)
  - Playgrounds;
  - Ovals;
  - Hall (internal and external);
  - The Learning Hub (internal and external);
  - Outside bathroom facilities;
  - Reception area (internal);
  - School vehicles.

The regulation of the installation and use of the CCTV cameras and footage is outlined in the School's Surveillance Policy. The surveillance will be continuous and ongoing.
7. The school may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
  - Government department
  - People providing administrative and financial services to the school
  - Anyone you authorize the school to disclose information to
  - Anyone to whom the school is required or authorized to disclose the information to by law, including under child protection laws
8. Failure to provide the information requested by the school will affect our ability to evaluate your application and may result in the recruitment process not proceeding.
9. Employees at OCS are required to tell us of any changes to their personal information.
10. The school may use cloud computing service providers to store personal information (which may include sensitive information). These servers may be located in or outside Australia. This means that personal information may be stored or processed outside Australia.
11. The School's Privacy Policy contains further information about:
  - how the school handles the personal information it holds



- storage of personal information in 'cloud' computing providers
  - how to complain if you feel there has been a breach of the Australian Privacy Principles
  - how to correct, or seek access to, personal information held about you.
12. Application to access your personal information may be denied in circumstances which may impact on the privacy of others. The school shall advise of these reasons and possible alternative arrangements.
  13. If you provide the school with the personal information of others, e.g. referees, medical practitioner or next of kin, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish. Refer them to the school's Privacy Policy.
  14. The school's Privacy Policy is available on its website ([www.ocs.nsw.edu.au](http://www.ocs.nsw.edu.au)), or from the school. We can be contacted at: 500 Cecil Road, Orange, 2800; or by phone: (02) 6362 7258