

## HEATHDALE CHRISTIAN COLLEGE APPLICATION FOR GENERAL STAFF POSITION

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Thank you for your enquiry.

Heathdale is a growing Kinder-Year 12 College dedicated to the provision of quality education in a Christian environment. We are multi campus with the Werribee Campus structured into three schools, Junior (Kinder-Year 4), Middle (Years 5-8) and Senior (Years 9-12), with Melton Primary School (Prep-6). Our current enrolment is approximately 1,600 with students attending our Werribee Campus and our Melton campus.

We are keen to employ staff who are able to identify with the Christian foundations, Christian ethos and Christian practice of the College.

We are seeking permanent part time staff room aide that will ensure the functionality and running of the staff room at Werribee Campus.

A staff application form, copy of the College's Theological Foundations, Purpose, Core and Quality Statements and Mission Statement are enclosed. The application form is designed not only to elicit information that will help the selection panel in its short-listing process, but also to provide opportunity for comments by the applicant that may be profitably discussed further in interview. Any documentation not available at the time of submission of the application form should be forwarded as soon as possible.

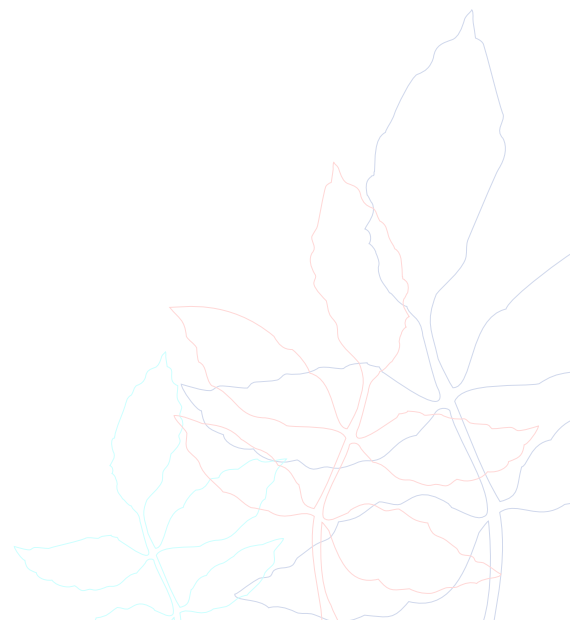
You will find attached the position description and application form.  
Applications close **Monday 3 June 2019**.

To apply for this position, please submit the application pack, cover letter and resume by email [hr@heathdale.vic.edu.au](mailto:hr@heathdale.vic.edu.au).

For any further enquiries please contact Human Resources 03 9749 1522.

Yours sincerely

Ross Grace  
Executive Principal



# APPLICATION FOR A GENERAL STAFF POSITION



## 1. POSITION APPLIED FOR: STAFFROOM AIDE

### 2. PERSONAL DETAILS

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Mr/Mrs/Miss/Ms/Dr/Rev \_\_\_\_\_

Residential Address

\_\_\_\_\_  
\_\_\_\_\_

Postal Address

\_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

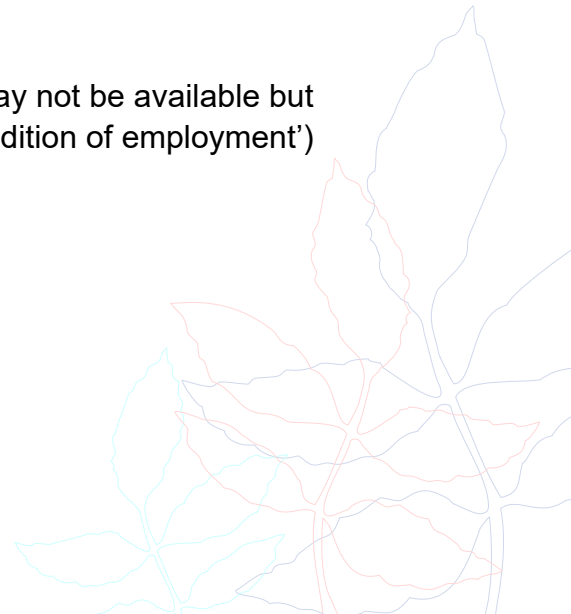
Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Are you a resident of Australia \_\_\_\_\_

Next of Kin \_\_\_\_\_ Relationship \_\_\_\_\_

**Checklist** – I have included the following with this application (✓ as appropriate) or not (as applicable)

- Covering letter of introduction
- CV resume
- Copy of certificates
- Working With Children Check 'E' (This may not be available but please note this will be required as a 'condition of employment')
- Current Police Check may be required





### 3. QUALIFICATIONS

- (i) What degrees, diplomas or other professional qualifications do you hold?

Degree, Diploma, etc	Name of Institution	Year Conferred

- (ii) Other qualifications

Please list below any other qualifications you have, including Bible College and Christian Education courses and shorter courses in specific skills areas such as first aid etc:

Course Name	Provider

- (iii) Special Interests

Please detail below any areas of value to a school in which you have skills, experience or interest (eg instrumental music, choir, public speaking, debating, photography, drama, hobbies and leisure interests).

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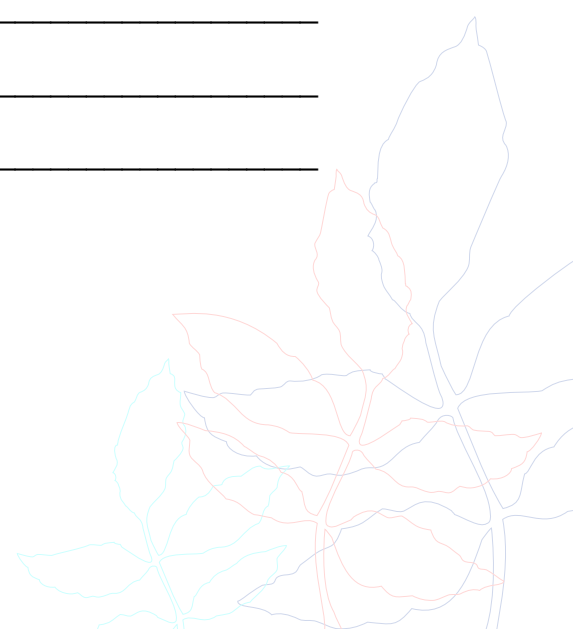
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**4. WORK EXPERIENCE/EMPLOYMENT DETAILS**

(i) Give details of your experience.

<b>Year</b>	<b>School/Employer</b>	<b>Position Description</b>	<b>Reason for Leaving</b>

**5.** Please read the attached Theological Foundations, Purpose, Core and Quality Statements and Mission Statement These documents describe the underlying principles on which Heathdale Christian College is founded.

Please provide us with your thoughts/observations on these statements:

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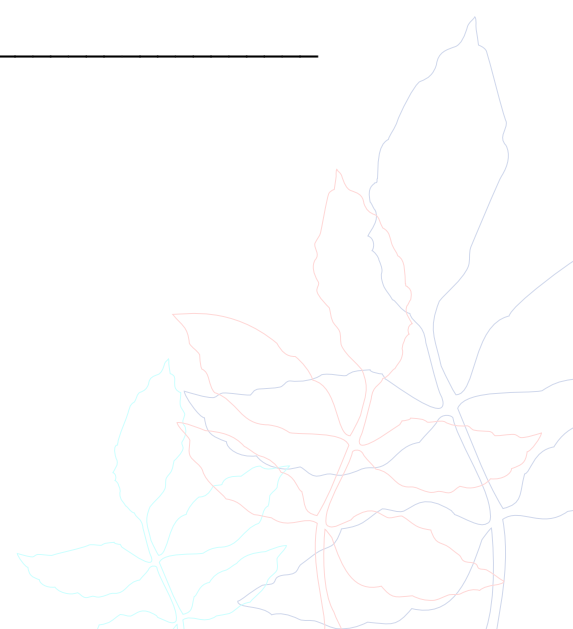
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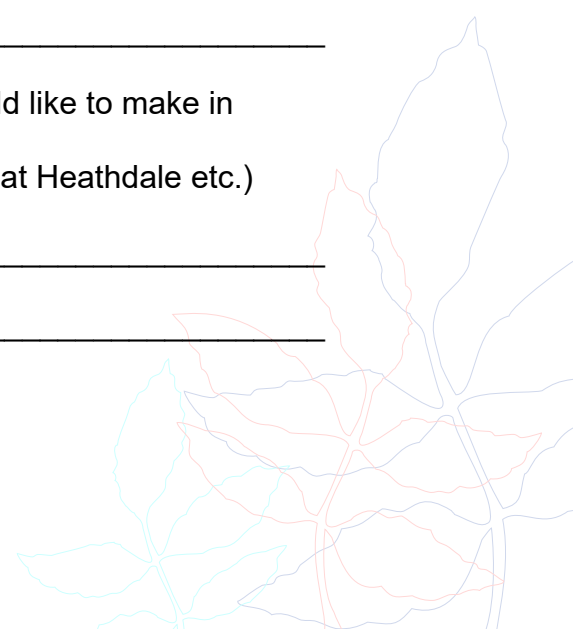


**6. CHURCH AND COMMUNITY**

- (i) Name the church/fellowship you are presently attending?  
\_\_\_\_\_
- (ii) How long have you been at your present church/fellowship?  
\_\_\_\_\_
- (iii) Do you hold membership in your present church/fellowship?  
\_\_\_\_\_
- (iv) How frequently do you attend church/fellowship?  
\_\_\_\_\_

**7. GENERAL**

- (i) Please give details of recreational activities and social or community interests  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (ii) How did this vacancy come to your notice, and what influenced you to consider service in a Christian school?  
\_\_\_\_\_
- (iii) Please list any matters or problems which might affect your work as a staff member in a Christian school:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (iv) Are there any further comments you would like to make in support of this application?  
(e.g. reasons why you would like to work at Heathdale etc.)  
\_\_\_\_\_  
\_\_\_\_\_





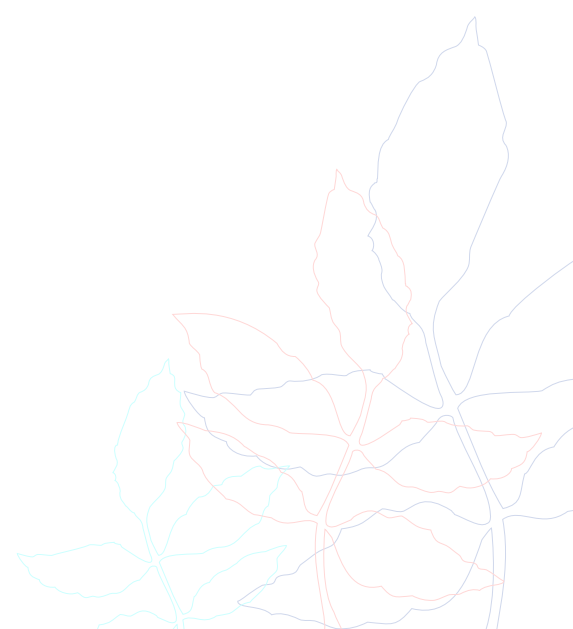
**8. REFEREES**

Name three people who would be able to attest to your spiritual character; and able to attest to your ability to work in a school.

1.	Professional Referee's Name	
	Referee's position	
	Telephone number	
	Relationship to you	

2.	Professional Referee's Name	
	Referee's position	
	Telephone number	
	Relationship to you	

3.	Spiritual Referee's Name	
	Referee's position	
	Telephone number	
	Relationship to you	





**9. DECLARATION**

I, \_\_\_\_\_

Of \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode

do declare as follows:

1. The information in this application is true and correct.
2. That all copied material is a true copy of the original document.
3. I have never been charged with or convicted of child abuse or any other crime other than as disclosed in this application (Please give details on a separate sheet if applicable).

I acknowledge that:

4. Any appointment is on condition that the information provided by me is true and correct.
5. Checks may be made to verify any information supplied and I give my permission for that to occur including, if considered appropriate, (eg checking with referees). I authorise Heathdale Christian College to make such enquiries and I authorise the relevant authorities to provide Heathdale Christian College with that information.

This \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Signature: \_\_\_\_\_

(Applicant)





## **STAFFROOM AIDE POSITION DESCRIPTION**

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**REPORTING TO:** **Business Services Manager**

**TENURE:** **Permanent - 2 days per week**

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **POSITION SUMMARY:**

This position's duties will ensure the functionality and running of the staff room at our Werribee campus.

### **KEY RELATIONSHIPS:**

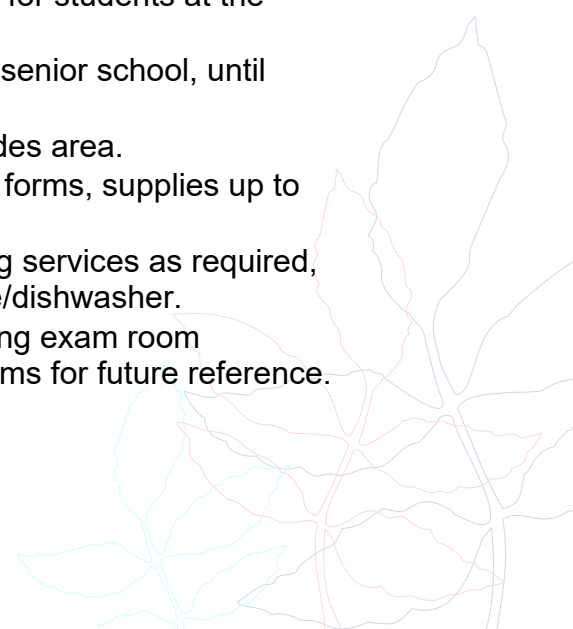
- Students
- First Aid Coordinator
- Business Services Manager
- Principals
- Staff
- Families

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

##### Administrative duties to assist Staff

- Photocopying, laminating (including large laminating), binding, cutting/pasting from the workbox or immediately for students at the door.
- Collating and enveloping reports for middle and senior school, until school based system is introduced.
- Ensuring the stationery is stocked in the staff aides area.
- Keeping Admin forms, i.e. Petty Cash, Absence forms, supplies up to date.
- Maintaining staff room equipment and organising services as required, including photocopier through to coffee machine/dishwasher.
- Photocopying and batching of all exams, including exam room preparation, exam room lists and storage of exams for future reference.
- Maintaining/updating of yard duty folders.







- Typing jobs for Teachers.
- Preparing/creating resources for classrooms – often class sets or permanent classroom resources.
- Maintaining Walkie-Talkies and answering of requests from staff on yard duty i.e. finding staff members to go on yard duty/ First Aid assistance.
- Handing out/storing/updating attendance rolls and roll covers; maintaining/updating attendance lists/taking absence lists to Main Admin at the end of day.
- Updating, filling blue tubs
- Finding teachers for classes without a teacher.
- Receiving students, taking messages for Pastoral Care Staff.
- Getting morning tea supplies ready for carnivals, events off-site.

### Student Liaison

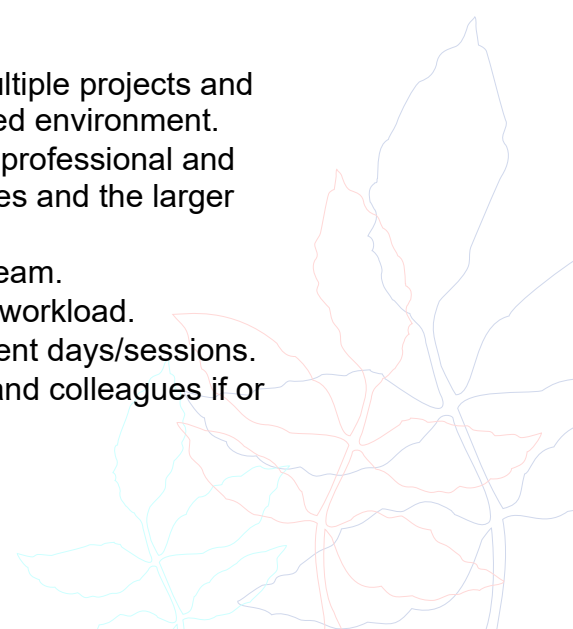
- Receiving work from students, signing register etc.
- Locating/calling teachers to speak to students.
- Storing mobile phones and other valuables for students.
- Receiving, sorting and distributing lost property.

### Upkeep of Staffroom

- Filling and emptying of dish washer.
- Filling tea, coffee, Milo containers etc.
- Ordering of milk.
- Ordering of tea coffee etc.
- Clearing up of staff room as required.
- Cleaning benches/oven/dishwasher/microwave/fridges.
- Maintaining/updating pigeon-holes.
- Washing tea towels for staffroom, bed linen for First Aid.
- Opening/Locking doors, opening/closing curtains at the beginning and end of each day.
- Cleaning out fridges at the end of each term.
- DISPLAN implementation – checking toilets and staffroom are empty, gathering rolls and reporting to DISPLAN Coordinator and First Aid Coordinator at the assembly area.

### **B. Accountability**

- Ability to work to tight deadlines.
- Ability to work under pressure to manage multiple projects and completing deadlines in a busy and fast paced environment.
- Demonstrate a high level of communication, professional and interpersonal skills when relating staff, families and the larger community.
- Ability to work autonomously and/or part of team.
- Strong organisational skill in prioritising own workload.
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members and colleagues if or when required.





### **C. General and Administrative**

- Provide a calm and welcoming environment that leaves a positive impression of the College
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.
- Participate and attend staff meetings.
- As required, assist in First Aid, as in if an emergency situation occurs involving an ambulance or other such situation

### **OTHER DUTIES:**

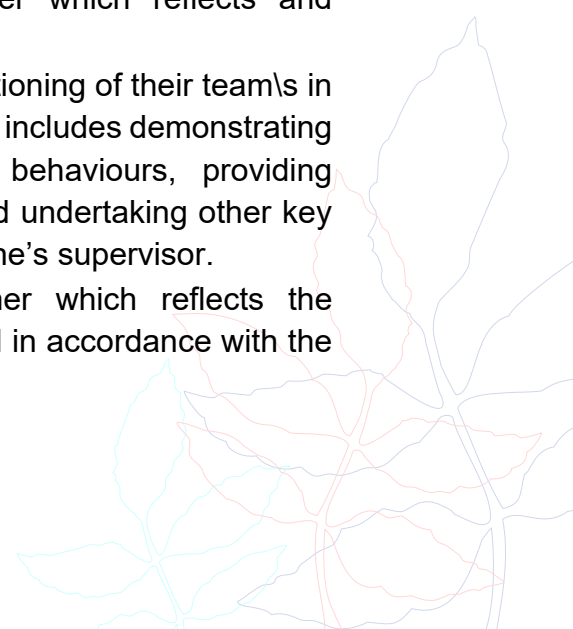
Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.





- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

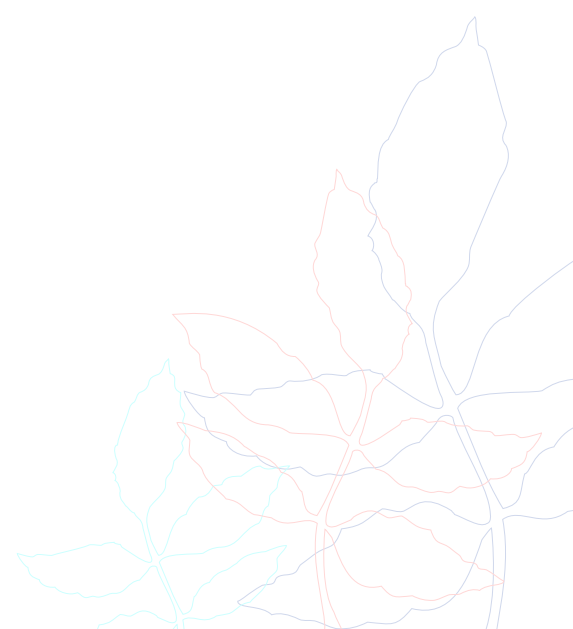
**REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Business Services Manager.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Maintain appropriate experience and/or qualifications
- Excellent written and verbal communication skills

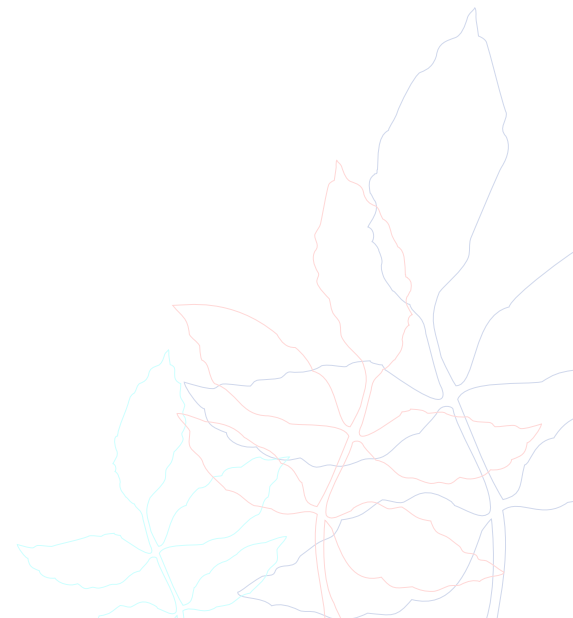




## **PRIVACY AT HEATHDALE CHRISTIAN COLLEGE**

### **Application for Employment Privacy Notice**

1. In applying for this position you will be providing Heathdale Christian College with personal information. We can be contacted by post at PO Box 1042 Werribee Plaza 3030, or by telephone (03) 9749 1522.
2. You agree that we may store this information for 3 months.
3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We have a College policy that requires us to conduct a criminal record check.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for 3 months.



HEATHDALE CHRISTIAN COLLEGE LTD  
FOUNDATION STATEMENTS



THE PURPOSE OF HEATHDALE CHRISTIAN COLLEGE IS:

***To glorify God through Christ-centred education that helps children develop their God given potential.***

The purpose of Christian Education is to develop the whole person. The school shares with the home, the church and the community in the nurture and education of children, but the final responsibility rests with the parents. God gives this responsibility to parents in Deuteronomy 6 and Ephesians 6. It is a responsibility which embraces the total welfare of the child and includes spiritual, emotional, physical, academic, social and cultural aspects.

The College is open to all children whose parents accept and actively endorse its aims, and who wish to take advantage of the type of education being offered.

Heathdale Christian College is a multi-denominational, co-educational college, serving the educational needs of families, by providing education:

1. For Junior, Middle and Senior School students, from a wide range of backgrounds, in an environment consistent with the Theological Foundations;
2. Which affirms the relevance of the Christian Gospel to each individual.
3. Which highlights the value of every individual and supports each student as he or she develops, instilling in each student concern and respect for the needs, abilities and convictions of others;
4. Which engenders an appreciation of beauty, goodness and truth;
5. Which stresses a sense of community and develops individual gifts so that students will be able to make an informed and responsible contribution to the local area and to society in general;
6. Which highlights the importance of family life, respects equally all forms of work, and which honours those who seek to follow the teachings and example of Jesus Christ;
7. Consistent with The Quality Development of the Child.

Prov.22:6 - *Train up a child in the way he should go; and when he is old he will not depart from it.*





## **QUALITY STATEMENTS:**

To achieve The Purpose, we have a commitment to the following Quality Statements:

### **Quality Environment - through:**

- God being glorified in all we do and have;
- Working with and supporting parents in their Christian responsibility to educate their children and prepare them for future adult life;
- A caring culture conducive to spiritual growth in an atmosphere where all people are valued as created by God;
- All staff being committed to Christ and growing in their walk with Him;
- Educational programs that reflect a natural bias toward Biblical values;

### **Quality Learning – through students being:**

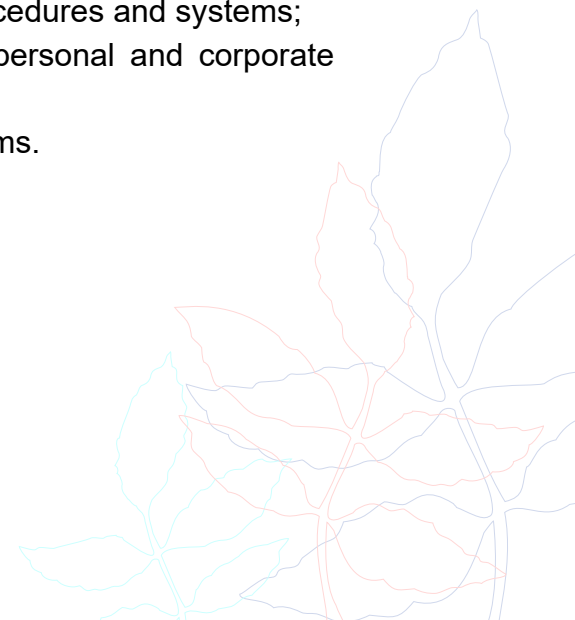
- Engaged in learning;
- Encouraged to value learning and become lifelong learners;
- Challenged to achieve the highest standards in accordance with their God-given abilities;
- Equipped in social development, personal development and skills development.

### **Quality Achievements - by;**

- Promoting and fostering diligence and excellence in all endeavours through governance, management, staff, parents and support groups;
- Providing Christian Education with sound curriculum and teaching;
- Encouraging students to acquire the knowledge, skills and work habits needed to grow into disciplined, thinking individuals;
- Equipping students for vocations in the service of God's kingdom.

### **Quality Management - through:**

- All staff and systems operate in a Godly, parent-friendly manner;
- The implementation of appropriate policies, procedures and systems;
- Leadership that embodies high standards of personal and corporate integrity;
- The pursuit of best practice management systems.





## THEOLOGICAL FOUNDATIONS:

The teaching and activities of the Heathdale Christian College will conform with and be informed and enriched through the principles outlined in the following statement of basic truths contained in the Christian Bible and expressed in the Westminster Confession and the Apostle's Creed.

1. Holy Scripture, the Old and New Testaments, is God's written word and contains all things necessary for salvation. It is the supreme authority in all matters of faith and conduct and provides the framework for our understanding of God's creation and His purposes within it.

**Scriptural Basis:** II Timothy 3:16 -17; Psalms 119:9-16

2. Holy Scripture is intelligible in itself, but our understanding of its truth is brought about only as the Holy Spirit reveals it to us. It remains essential for God's people to draw to one another's attention the plain meaning of Scripture and its implications for life, and to witness to its truthfulness in experience.

**Scriptural Basis:** II Peter 1:19-21; Deuteronomy 17:19-20

3. There is one true God who in the unity of His Godhead exists in three persons: the Father, the Son and the Holy Spirit.

**Scriptural Basis:** Exodus 20:3; Matthew 28:18-20; I Corinthians 8:4-6

4. *God is the creator of all things and His sovereign providence and authority is exercised in holiness, infinite wisdom, power, goodness and love.*

**Scriptural Basis:** Genesis 1:1-31; Colossians 1:16-17

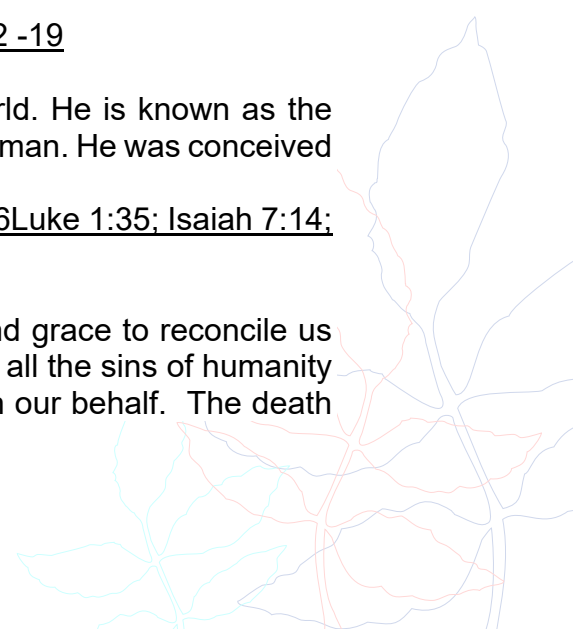
5. All human beings were created in the image of God, and because humanity has chosen to rebel against the sovereign God, that image has been marred by sin. This event has cosmic significance, as it has affected the environment in which we live, marred our nature including our mind and will, distorted our perception of our place in the world and broken our relationship with God. People by themselves no longer have the power to act in a way that is pleasing to God; from birth, our nature is self-centred and not God-centred, thereby rendering us deserving of God's condemnation and in need of salvation.

**Scriptural Basis:** Genesis 3:1-24; Romans 5:12 -19

6. God the Son became man and lived in His world. He is known as the man Jesus Christ who is both truly God and truly man. He was conceived by the Holy Spirit and born of the Virgin Mary.

**Scriptural Basis:** John 1:1-14; Hebrews 4:14-16 Luke 1:35; Isaiah 7:14; Galatians 4:4-5

7. Jesus Christ, the perfect man, died in mercy and grace to reconcile us to the Father. Acting as a substitute, He took on all the sins of humanity and accepted God's sentence of punishment on our behalf. The death





of Jesus satisfied God once for all, and because of that He has removed the barrier which had prevented His full relationship with humanity.

**Scriptural Basis:** Isaiah 53:4-11; I Peter 3:18-20; I John 3:4-5; John 1:29;  
John 3:3-17;

8. Completing the work of redemption, Jesus has been bodily raised from death and given all authority. This authority is not recognised by rebellious people, but will be clear to all when He returns in person to judge the world.

**Scriptural Basis:** Matthew 28:1-7; 1 Corinthians 15:3-9;

9. All people as they commit their lives to Jesus in repentance and faith, are declared righteous by God and restored to their relationship with Him. This conscious commitment is made possible by the work of the Holy Spirit within the individual; it is not based upon one's efforts or merit.

**Scriptural Basis:** Romans 8:9-17; Ephesians 2:8-9; John 1:12-13;

10. God, the Holy Spirit lives within everyone who confesses Jesus Christ as Lord. By their personal commitment of faith, believers are born anew, baptised of the Spirit and made alive to God.

**Scriptural Basis:** John 14:15-17; 1 Corinthians 12:12-13; John 16:12-15

11. The Church is the universal Body of all believers who have been made alive to God and indwelt by the Holy Spirit. The Biblical ordinances or practices given by Christ for His Church are Baptism and Communion.

**Scriptural Basis:** Ephesians 1:22-23; Acts 2:37-47; Matthew 28:18-20; 1 Corinthians 11:23-26 & 12:12-13;

12. God expects His people to assemble together regularly in the name of Christ for Bible teaching, thanksgiving, prayer and mutual edification. Spiritual gifts are to be exercised not selfishly or egotistically, but with loving humility in the service of Christ and for the edification of His Church.

**Scriptural Basis:** 1 Corinthians 12-14; Hebrews 10:23-25; Colossians 3:12-17

13. Christian parents are responsible to God for the care, discipline and instruction of their children in the Lord.

**Scriptural Basis:** Deuteronomy 6:1-9; Ephesians 6:1-4;

\*\* It is not intended that the College should be used as a platform for issues of contention or denominational bias.

