



**BRINDABELLA**  
**CHRISTIAN COLLEGE**  
**CANBERRA**

**EARLY LEARNING CENTRE / ADMINISTRATION OFFICER**  
Lyneham and Charnwood Campuses  
**INFORMATION PACK FOR APPLICANTS**



Approved by the Board, April 2019

## Introduction to Brindabella Christian College, Canberra

### **Vision Statement**

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence, in and through Christian Education.

### **Background**

Brindabella Christian College is a growing, non-denominational, co-educational Early Learning to Year 12 Christian School in the North of Canberra. It enjoys a reputation of being 'student centered', with excellence in pastoral care. In 2012 the College extended its offer to include Early Learning Centres (ELC) to Year 12 and in 2014 commenced a second campus. It is one of a few 'mid fee' independent schools in Canberra offering a fully integrated educational program.

For almost forty years Brindabella Christian College, formerly O'Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs. Beginning with 2 teachers and 29 students in 1980, Brindabella Christian College now covers two campuses in Charnwood and Lyneham with over 170 staff and close to 1000 students.

Preparing young people in a changing world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person's life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offer of a high-quality education offer. This is the core business of Brindabella Christian College.

The College supports Christian families and those sympathetic to the Christian worldview to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT. The Lyneham campus caters for children from 3 years of age through to Year 12 and, the Charnwood campus caters for babies and children aged 6 months of age to Year 5 (Year 6 in 2020).

### **Values**

As a Christian school we value –

*Wisdom, Integrity, Service, and Excellence*

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## Mission

Brindabella Christian College will achieve its vision by:

- Offering a 'high quality education' with a Christian world view that encompasses traditional Academic, Arts and Culture, Languages (Mandarin), Sport, Social and Spiritual development
- Immersing God into the daily life of all students from ELC – Year 12
- Attracting, retaining and developing Christian staff of the highest calibre
- Increasing access to its model of Christian education through expansion of its geographic footprint and offer across Canberra
- Positively influencing the lives of others through education and community building

## Immutable Tenets

Underpinning the Vision, Mission and Values are a set of tenets, which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Upholding of traditional, conservative Biblical values
- Co-education from Early Learning to Year 12
- Service to others
- Non selective entry
- Individual focus on each student achieving their personal best
- Strong community connection

## Operational Philosophy of the School

The core work of Brindabella Christian College is to provide to students a high-quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary (College) years.

In order to achieve this, the College is aiming to review and improve academic programs, made changes to the organisational structure including staff appraisal and review, improve staff development, maintained pastoral care for students, and aims to employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

## Governance

Brindabella Christian College is governed by the Board of Directors. The Directors are responsible for setting the strategic view, the schools' policies, philosophy of the school, implementation and regulatory compliance.

Five committees are operated by the Board –

- Executive
- Finance Committee

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- Governance and Risk Committee
- Futures and Resource Planning Committee
- Education Committee

The Board appoints the Principal and the Business Manager, who assume overall responsibility for the day-to-day operation and management of the School.

The College is seeking to recruit an Administration staff member for our two Early Learning Centres. The position description follows.

**Position:** Early Learning Centres / Administration Officer

**Reporting to:** Director Early Learning Centre

**Campus:** Lyneham & Charnwood

**Commences:** May 2019

### **Primary Purpose**

The ELC Administration Officer will ensure compliance with service policies, National Regulations and Standards. They will undertake general administration duties as required by the Director ELC. This position also requires work at both the Lyneham and Charnwood campuses.

### **Key Responsibilities:**

- provide competent administrative skills to process documentation and reports within predetermined timeframes
- data entry of records such as Incident and Accident records
- keep staff registers up to date in collaboration with the Director ELC in accordance with compliance regulation requirements
- provision of timely and accurate advice to relevant stakeholders
- perform reception duties supporting management in their role
- provide administrative support to ensure compliance with NQF (National Quality Framework) and NQS (National Quality Standard)
- maintain record keeping and filing systems for both student and staff files
- communication with families via Kindy Hub online systems
- ensuring a clear understanding and compliance of child protection protocols and procedures

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- commitment to continuous improvement of the service by providing suggestions of improvements
- manage resources, stationery orders and consumable supplies
- assist with payroll documents such as timesheets and leave application forms
- contribute to the newsletters for both Lyneham and Charnwood campuses
- maintain the allergy and illness register, and the risk minimisation plans for both campuses and Out of School Hours Care (OSHC)

### **Key Relationships:**

The ELC Administration Officer works closely with the Director Early Learning Centres, Assistant Director, Charnwood and the Assistant Director, Lyneham, Co-ordinators of Outside of School Hours Care, (Lyneham and Charnwood), Business Manager, Accountant, ELC parents and carers.

### **Required Skills and Attributes:**

- a strong Christian faith and active church involvement
- a commitment to the BCC Statements of Faith, Vision, Mission and Values
- strong desire to work in a Christian community and be involved in prayer and other faith expressions, which are central to the work place culture and practice
- sound interpersonal and communication skills (written and oral)
- sound organisational, administrative and time management skills
- proficiency in Word, Excel, Outlook and the ELC database, Qikkids
- integrity, loyalty and commitment to maintain confidentiality and meet privacy requirements
- a joyful, positive outlook
- ability to work independently and as a member of a team
- assist with various administrative tasks and duties, including answering the telephone, taking and delivering messages
- work at Lyneham and Charnwood

### **Faith Basis of Employment**

Your appointment is conditional upon you having and retaining during the term of the appointment a firm personal belief consistent with the Statement of Faith attached to your letter of offer from the College and an active commitment to and involvement with a Christian Church holding a doctrinal position consistent with the Statement of Faith, this being an essential condition and inherent requirement of your appointment and continuing employment.

### **Position in Context**

The ELC Administration Officer, reports to and operates under the general direction of the

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Director of ELC, and the Business Manager. They also interact with the Assistant Directors, ELC, and Fee and Finance staff, which often require discretion and confidentiality.

### **Attendance at Meetings and Professional Development**

- Attendance at meetings as required.
- Bi-Annual Performance Review, with the first occurring around three (3) months.
- Participation in professional development and training activities directed by Director of ELC.

### **Professional Development**

A plan for your Professional Development in the coming 12 months (and beyond) will be determined with the Director of Early Learning Centres and the Business Manager.

### **Other duties**

It should be noted that, while detailed, this job description is not exhaustive and their Manager may at their discretion vary the responsibilities of the ELC Administrative Officer as required. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager to support the School's compliance with its legislative obligations. The Manager may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

### **Employment Conditions:**

- The ordinary hours of work are 38 hours per week. Actual times are negotiable. Four weeks annual leave and public holidays.
- Salary and other conditions will be in line with the ACT Christian Schools General Staff Multi-Enterprise Agreement 2013-2017. The salary classification for this position will depend on qualifications and experience.
- Ongoing employment is subject to satisfactory performance in bi-annual reviews. The first shall be at 3 months at the conclusion of the probation period.
- Travel will be required between the Lyneham and Charnwood campuses.

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## **Selection Criteria:**

### **Personal**

1. A demonstrated commitment to Jesus Christ as Lord and Saviour, and a desire to live truthfully, consistently and beyond reproach, with an ability to sign the Statement of Faith and active member of a Christian Church.
2. Ability to work in a team
3. Attention to detail
4. Alignment to the ethos of Brindabella Christian College
5. Current approved First Aid Certificate
6. Current WWVP Clearance or ability to gain prior to commencement of employment
7. Current Australia Drivers Licence.

### **Administration**

8. Experience in administration
9. Excellent communication, organisational and administrative skills, including IT literacy, excel spreadsheets and databases
10. Ability to attend meetings and contribute to an effective workplace

### **Desirable:**

- Familiarity with Qikkids database or ability to learn this quickly

Applicants for the position of Administration, Early Learning Centres are required to demonstrate high-level performance against the stated selection criteria, submit a copy of their curriculum vitae and include in their application the following information:

1. Full name
2. Academic and professional qualifications
3. Religious affiliation and any church activities
4. General details of past and current positions specifically related to the duties of this position, with particular reference to administration and database experience including Excel and Qikkids
5. Address to the stated selection criteria

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6. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information. These should include:

- i. The Employer/Organisation in which the applicant is currently employed.
- ii. A person who can report on the person's academic and professional background.
- iii. A person who can report on the applicant's status as a member of a Christian church.

7. Other personal information at the applicant's discretion

### **Specific Position Enquiries (NOT LODGEMENTS) to:**

Mrs Tammy Brown

Ph: +61 (2) 6247 4644

### **Lodgement of Applications:**

Applications should be marked CONFIDENTIAL and addressed to:

Business Manager  
Brindabella Christian College  
c/- Progressive Training (WA) Pty Ltd  
P O Box 1854  
GERALDTON WA 6530

Applications can be posted as per the address above or lodged electronically by email to:

[admin@progressivetraining.com.au](mailto:admin@progressivetraining.com.au)

### **Closing date:**

Applications must be received in full before 5.00pm WST on Wednesday 1 May 2019. Interviews are expected to be held shortly thereafter.