



BRINDABELLA

CHRISTIAN COLLEGE

CANBERRA

RECEPTIONIST – LYNEHAM CAMPUS INFORMATION PACK FOR APPLICANTS



Approved by Board

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-centred’, 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, the school 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 supportive of 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

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 caliber
- 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 Biblical worldview, from the infant developmental stage to the completion of the secondary (College) years.

In order to achieve this, the College has reviewed and improved academic programs, made changes to the organisational structure including staff appraisal and review, improved staff professional 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 school's policies, philosophy of the school, implementation and regulatory compliance.

Five committees are operated by the Board –

- Executive
- Finance Committee
- 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.

RECEPTIONIST

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| Position: | Receptionist (Full Time) |
| Reporting to: | Office Manager/Executive Assistant to the Principal |
| Campus: | Lyneham |
| Commences: | January 2021 |

PRIMARY PURPOSE

The role of Receptionist is responsible for delivering assistance to students, their families and staff in a professional manner. The role will also include, welcoming visitors, providing friendly customer service and completing a range of administrative tasks as required.

It is imperative that the Receptionist has a polite telephone manner, a friendly disposition, presents in a professional way, is able to multitask and be flexible in assisting with a range of administration tasks as required and is reliable at all times.

The successful candidate will be part of the College's Customer Service team and will demonstrate a strong commitment to BCC's vision of excellence in Christian education.

KNOWLEDGE/SKILLS/EXPERIENCE:

- Demonstrated friendly and engaging personality, good communicator with an excellent phone manner
- Experience answering the telephone as the first line of contact and delivering messages via email or transfer to staff in a timely manner
- Experience in ordering stationary, materials and other resources and ensuring stock levels are maintained
- Able to learn quickly, take instructions and work under own initiative
- Demonstrated ability to be a supportive team member and able to multitask
- Demonstrated organisational skills and keeping work area neat and tidy
- Commitment to privacy and confidentiality
- Medium to high level skills in Microsoft Office Suite and school database or ability to rapidly acquire skills
- Demonstrated ability to assist in various administrative tasks & duties, including processing payments and other adhoc duties as required
- Heart for God, and serving students and staff in an educational environment

DESIRABLE:

- A current Working with Vulnerable People Clearance
- Previous experience as a School Receptionist is preferred
- First Aid Certificate or personal commitment to undertake the training
- Police Clearance
- A current ACT Driver's License

KEY DUTIES

TELEPHONE & MAIL

- Courteously answering the telephone as the first line of contact and taking and delivering messages or transferring call to appropriate staff members in a timely manner
- Managing internal mail (outgoing & incoming) and sorting of external mail

RECEPTION/ADMINISTRATION

- Welcoming parents and visitors & ensuring that procedures are followed regarding Working with Vulnerable People Cards, maintaining sign in register & visitor badge processes
- Taking initial enrolment enquiries, transferring to Enrolments Officer as necessary and/or taking a message
- Liaising with parents and teaching staff as required
- Ordering of stationary, materials and other resources & ensuring stock levels are maintained
- Receive & dispatch deliveries as required
- Assisting with various administrative duties and tasks, including processing payments
- Other administrative and ad hoc duties as requested or required
- Utilising Word, Excel, Outlook and the college's data base to complete administrative tasks

KEY RELATIONSHIPS:

The Receptionist works closely with the Office Manager/Executive Assistant to the Principal

REQUIRED SKILLS AND ATTRIBUTES:

- A commitment to the BCC Statements of Faith, Vision, Mission and Values.
- A strong Christian faith and active church involvement.
- Strong desire to work in and be involved in a Christian community
- An open mind and a willingness to learn
- A sense of trust, honesty and a pleasant disposition
- Team spirit and loyalty

- Can work well independently and as part of a team
- Ability to remain calm and courteous in stressful situations
- Excellent organisational & time management skills and flexibility
- Appropriate computer related software application skills, including Word, Excel, Outlook and data base experience
- Integrity, loyalty and commitment to maintain utmost confidentiality and meet privacy requirements.
- Take on tasks as delegated by the Office Manager/Executive Assistant to the Principal

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.

PROFESSIONAL DEVELOPMENT

A plan for your Professional Development in the coming 12 months (and beyond) will be determined with the Office Manager/Executive Assistant to the Principal

EMPLOYMENT CONDITIONS:

- The ordinary hours of work are 76 hours per week
- 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 6 months at the conclusion of the probation period.

REMUNERATION:

Salary range will be in accordance with the ACT Christian Schools General Staff Multi-Enterprise Agreement 2013 – 2017.

SELECTION CRITERIA: (TO BE ADDRESSED BY APPLICANT)

ESSENTIAL:

PERSONAL

- 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 Brindabella Christian College Statement of Faith and are an active member of a Christian Church.
- Demonstrated strong customer focus
- Excellent communication and interpersonal skills
- Demonstrated ability to work independently and as a team in a flexible manner on tasks

ADMINISTRATION

- Demonstrated skills in Microsoft Office Suite, data base entry or ability to rapidly acquire these skills
- Excellent literacy, numeracy, accuracy and attention to detail with some data entry experience
- Demonstrated experience in answering the phone, assisting callers with questions and transferring calls appropriately
- Demonstrated organisational skills and multi-tasking ability
- A strong attention to detail

DESIRABLE:

- Current WWVP Clearance or ability to gain prior to commencement of employment
- Previous experience as a School Receptionist is preferred
- First Aid Certificate or personal commitment to undertake the training
- A current ACT Driver's License

Applicants for the position of Receptionist are required to demonstrate their 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. Qualifications
3. Religious affiliation and any church activities
4. Broad details of past and current positions specifically related to the advertised position
5. Address all stated **Essential** and **Desirable** selection criteria on Page 6,
6. Other activities, interests and pursuits
7. The names, addresses and telephone numbers of three (3) referees from whom the selection panel may seek confidential information

SPECIFIC POSITION ENQUIRIES (NOT LODGEMENTS) TO:

Lisa Willis

Executive Assistant to the Principal

Brindabella Christian College

Ph: 02 61907313

LODGEMENT OF APPLICATIONS:

Applications should be marked CONFIDENTIAL and addressed to:

Brindabella Christian College

Receptionist Position

c/- *Progressive Training* (WA) Pty Ltd

PO Box 1854

GERALDTON WA 6530

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

admin@progressivetraining.com.au

CLOSING DATE:

Applications must be received in full before 5.00pm WST on Thursday 24th December 2020. Interviews are expected to be held shortly thereafter.