### College Blue Crest_No BG.jpgMarian College

304 Barkly Street

ARARAT VIC 3377

Phone (03) 5352 3861

[www.mcararat.catholic.edu.au](http://www.mcararat.catholic.edu.au)

[principal@mcararat.catholi.edu.au](mailto:principal@mcararat.catholi.edu.au)

Marian College Ararat

Application Package

Position: Principal’s Assistant

Closing Date

4.00pm, 16th February, 2022

Dear Applicant

Thank you for applying for a position at Marian College Ararat. This application package will assist you with your application and must be read carefully and following accordingly. This package includes:

1. Position description
2. Key Selection Criteria
3. Statement of Principles regarding Catholic education
4. Child Protection and Safety
5. Application for Employment
6. Pre-Employment Disclosure Questions
7. Applicant declaration

Please note

* Application close at 4.00pm on 16th February 2022. Applications, supporting documents and letters of application should be emailed to [vscott@mcararat.catholic.edu.au](mailto:vscott@mcararat.catholic.edu.au)
* Applications which do not answer the Selection Guidelines may not be accepted and/or may require you to provide further information before your application can be considered.
* Your application will be acknowledged and a copy of the Marian College Employment Privacy Policy will be forwarded to you.
* After applications close, you will be advised if you have been successful in securing an interview for this position.

In fulfilling Marian College Ararat’s obligation to Ministerial Order 870, Child Protection and Safety, it is a legal requirement to obtain information about a person who it proposes to employ to perform child related duties:

* Working with Children Check
* National Police Record Check
* Proof of personal identity and any professional or other qualifications
* The person’s history or work involving children
* References that address the person’s suitability for the job and working with children.

Any false or incomplete statement or information in your application for employment may lead to a rejection of your application for employment. Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers, referees or sources. By making an application for this position you consent o these pre-employment checks.

For any further information in relation to the position, please contact Veronica Scott, Human Resources Manager via [vscott@mcararat.catholic.edu.au](mailto:vscott@mcararat.catholic.edu.au) or (03) 5352 3861.

Yours sincerely,



Mrs. Carmel Barker

Principal

**Position Description**

**Job Title**: Principal’s Assistant

**Tenure:** Ongoing

**Load:**  Full time position

**Remuneration**: $75,635 - $85,700 dependant on experience

**Key Selection Criteria:**

In support of your application, please include evidence of your capacity and potential to meet the following criteria:

|  |  |
| --- | --- |
| **Key Selection Criteria for Marian College** | |
| Commitment to  Catholic Education | * An understanding of the ethos of a Catholic school and its mission |
| Commitment to  Child Safety | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) * Be a suitable person to engage in child-connected work |
| Experience | * Demonstrated understanding and experience to perform an administration role |
| Skills/Attributes | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Capacity to work independently * Sound organisational skills including strong attention to detail * Time-management skills * Self-motivation * Professional presentation |

|  |  |
| --- | --- |
| Marian College Ararat |  |

**Principal’s Assistant**

|  |
| --- |
| **Location : Marian College Ararat** |
| **Classification : Education Support Officer, Category B, Level 3** |
| **Reports to : Principal, Business Manager** |

|  |  |
| --- | --- |
| **STATEMENT OF DUTIES** | |
| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Principal’s Assistant** | * Act as first point of contact for calls and contact with the Principal * Maintain Principal’s Calendar, including bookings and meetings * Manage Principals correspondence and record systems. * Coordinate OH&S activities including   + OH&S meetings, inspections, reporting and MSDS’s   + Triage near misses and injuries through Complispace including the reporting of serious incidents/injuries to Worksafe within required time frame.   + Liaise with the designated Leadership Team member to ensure all off-site activities meet child safety and risk requirements.   + Provide staff and Leadership Team with information on OH&S practice and legal requirements. * Provide admin and other support to the Stewardship Committee, including preparing agenda and associated documents, minute taking, bookings and organising catering. * Support Principal/Leadership events, including arranging bookings, catering and accommodation as required. * Assist with the Enrollment process and related publicity. * Provide admin support for College events as required. * Oversee the information requirements of the Colleges VRQA registration including management of the registration module of Complispace * Assist the Principal in administrative matters * Coordinate College and Staff Reviews * Provide backup support to Reception/Admin staff * Attend staff and leadership meetings as required. * Handle confidential information in an appropriate manner * Provide hospitality for College/Principal’s guests as required. * Provide administration support for VASS program |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |

**Statement of Principles Regarding Catholic Education**

The task of the Catholic school

Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.

(Congregation for Catholic Education, The Catholic School, 1977)

This same goal is expressed by the Victorian Catholic community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

*The Church looks upon you as co-workers with an important measure of shared responsibility … To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge … [The changing times] demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching … But your responsibilities make demands on you that go far beyond the need for professional skills and competence … Through you, as through a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ’s teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest.*

(Pope John Paul II, Address to Catholic Educators, September 12, 1984)

Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

*I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church’s mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church’s teaching and bear witness to it in your daily lives … Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith … No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church … The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members … More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today’s world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.*

(Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2008:

*Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord’s disciples, the Church.*

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:

*As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.*

*…*

*It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church’s mission may be served effectively, and the young people may discover the joy of entering into Christ’s “being for others”.*

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2010)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young people, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church’s mission. So too staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all staff employed in a Catholic school that they:

1. accept the Catholic educational philosophy of the school;
2. develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
3. by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
4. avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
5. in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies, and uphold the professional standards expected of a teacher;
6. be committed to regular ongoing professional development;
7. be qualified as required by state authorities;
8. be a person suitable to work with children.

**Child Protection and Safety**

|  |
| --- |
| Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child’s exposure to family violence.  Marian College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. |
| This Child Protection Program is made up of work systems, practices, policies and procedures designed to maintain a child safe environment and to embed an organisational culture of child safety within the College community. The Program deals specifically with child protection issues and is designed to ensure compliance with the Victorian Child Safe Standards and related child protection laws. Broader child safety issues arising from our common law duty of care are dealt with through our[Student Duty of Care Program](https://mcararat.cspace.net.au/StudentDutyofCare). |

With the implementation of Ministerial Order 870 relating to Child Protection and Safety in January, 2016, Marian College Ararat, in conjunction with Kildare Ministries and the Catholic Education Office, Ballarat, commenced the process of introducing and imbedding child protection and safety policies and procedures throughout the College and associated community.

**Application for Employment –** *Principal’s Assistant*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status, or similar check
2. proof of personal identity and any professional or other qualifications
3. the person’s history of work involving children
4. references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment for the position advertised in

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (Newspaper, Website, etc) |  | (Date) |

**Application for Employment –** *Principal’s Assistant*

*Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:*

1. *Working with Children Check status, or similar check*
2. *proof of personal identity and any professional or other qualifications*
3. *the person’s history of work involving children*
4. *references that address the person’s suitability for the job and working with children.*

*It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act* *1988 (Cth).*

I wish to apply for employment to the *Principal’s Assistant* position

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | **SURNAME** |
| **MR MRS MISSMSOTHER** |  | |  |
| **ADDRESS** | | **PHONE NUMBERS** |  |
|  | | **Home** |  |
| **Mobile** |  |
| **Work** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| **CURRENT EMPLOYMENT)** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
|  | | |  |
| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
|  | | |  |
| **DATE BEGAN** |
|  |
| **DUTIES :** | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***(Note: You must list all previous employers. If more space is required, attach a separate sheet)*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VOLUNTEER WORK**  **PREVIOUS EMPLOYMENT** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Pre-Employment Disclosure Questions**position that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

|  |
| --- |
| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| NO YES |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
|  |
| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| NO YES |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
|  |
| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO YES |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
|  |
| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| NO YES |
| If no, this will be discussed further if you are offered an interview. |

**Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any willfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding   
Catholic Education.

# Signature Date

**Application Process**

Please scan and save all documentation in PDF format and email to [vscott@mcararat.catholic.edu.au](mailto:vscott@mcararat.catholic.edu.au)

Please attach documents to one email with subject name: Application Principal’s Assistant

You application should include:

1. A brief letter of application to the Principal of Marian College outlining:

- The reasons for your application;

- Your suitability for the role;

- Your response to the specific school needs

(This should be no more than one page long).

2. Additional information.

Please include in your application the following details:

* + Your personal details
  + Education – Qualifications
  + Relevant training and courses/qualifications
  + Employment record
  + Three nominated referees