



Carey
Baptist
College
Forrestdale

Student Services Coordinator (0.5 FTE)

Background Information

Carey Baptist College Forrestdale was established by Carey Baptist Church in 2016 as a missional platform to equip young people within the community to be of Godly character and influence. Partnering with the Church, Carey Forrestdale is a centre of learning, focused on effective teaching and holistic education, providing support and community for the whole family.

Carey Forrestdale is a unique expression of the Carey vision, utilising the beautiful natural surrounds to incorporate an outdoor learning focus within the diverse curriculum. These rich learning experiences, facilitated by skilled educators, see students encouraged to explore their strengths and God-given talents.

The leadership and pioneering educators at Carey Forrestdale are able to glean from over 20 years of experience at the Harrisdale Campus, while developing innovative approaches to cultivate this new community. Featuring purpose built, state-of-the-art facilities, this growing campus provides students and families a space to connect, explore and grow. The campus has a brand new community hub, which includes an auditorium, café kiosk, break out spaces, offices and classrooms.

Carey Baptist College has been established as an educational institution dedicated to the scholastic well-being of all students. It is a co-educational College serving to equip students for optimal choice at the conclusion of Year 12 and a place where we are committed to honouring God in all that we do. The Forrestdale Campus currently educates students from Kindergarten to Year 7, growing each year to eventually offer Kindergarten to Year 12.

With an open enrolment policy, we understand that not all families will have a Christian faith, so we strive to create an environment where students are supported as they consider their spiritual development and objectively examine the teachings of the Bible.

College Principals and leaders are committed to the empowerment of staff and the College is wholly supported by Carey Baptist Church as they work side by side. Dedicated and professional staff are appointed through a process of merit selection. The College values of respect, courage, integrity, humility and kindness form the framework of our pastoral care, discipline and learning programmes.

The Administration Team that supports the primary function of the College looks to continually improve our processes and teamwork to support the College functions, much of this advancement has begun with moving toward cloud-based technologies and leveraging off software. The Student Services Coordinator would be involved in this team while working closely with the Principal's PA.

Role and Responsibilities

Areas of responsibility may include:

Community Reception

- Welcoming families, staff and visitors to the College
- Maintaining student databases and absentees
- Sending relevant communications to families
- Answering phone and email messages
- Coordinating mail and incoming deliveries
- Assisting new families with coordinating school supplies, timetables, classes etc.
- Attending student first aid needs and first aid supplies throughout the College
- Admin support for class excursions, camps and assemblies
- Order stationery supplies as needed and requested for staff &/or office
- Maintaining coffee/tea etc. supplies and assisting in coordinating Community events as and when needed

And any other task requested by the Administration Team Leader or members of College Leadership.

Key Working Relationships: Internal

Administration Team Leader	Line Manager
Principal	Manager
Assistant Principal	Collaborate
Principal's PA	Collaborate
Community Relations Team	Engage
Forrestdale Staff Community	Liaise
Forrestdale Senior Pastors	Liaise
Central Services	Liaise

Qualifications and Personal Attributes

- A Christian-based lifestyle and ethos
- Community focused
- Superior written and oral communication skills
- Excellent interpersonal, liaison and networking skills
- Demonstrated problem-solving skills
- Strong organisation, administration and time management skills
- Proficiency in word processing and database systems
- Possession of a can-do attitude, demonstrating flexibility and adaptability
- Excellent collaborative skills, and an ability to be able to effectively communicate with students, parents, staff and the broader community

Desirable Attributes

- Experience working in a similar role
- Senior First Aid qualification
- Experience in cloud-based technology

The successful applicant will be of high Christian character; aligning with both the Carey mission and the College Code of Conduct.

Other Qualifiers

1. A current National Police Check (or eligible to obtain one)
2. A current Working with Children Check (or eligible to obtain one)
3. Eligibility to work within Australia
4. Senior First Aid Certificate

Remuneration and Contact Time

As per the Fair Work Australia and the applicable award is the Educational Services (Schools) General Staff Award 2010.

It is likely this position will be structured across 5 mornings per week.

Annual Leave

The successful applicant is entitled to twenty (20) working days leave each year. Annual Leave and non-term unpaid leave to be taken during non-term weeks as follows: Four (4) weeks in the December/January school holidays as per the Administration Officers Calendar and one (1) week in each of the other school holidays. The successful applicant will be entitled to choose additional leave options, up to three weeks extra per calendar year.

Remuneration

A salary range between \$49,000 - \$52,000 + leave loading and superannuation is the expected full time equivalent for 2019. The salary range will be negotiated based upon qualifications and experience. The fortnightly salary will be scaled to reflect the FTE.

Applications close 12 noon Friday 28 February, 2019