



## Business Manager

### Role Description

Cornerstone Christian College is a Pre K-12 school that has been established in the Southwest region of Western Australia since 1986. The College has two campuses, in Busselton and Dunsborough, and has around 400 students.

The College is seeking to engage a Business Manager, with a commencement date of January 2018. The duties of this Executive Position include:

- assisting in the development and promotion of the ethos, aims and objects of the School;
- all accounting functions and financial reporting;
- personnel management of the non-teaching staff (excluding teacher aides & chaplains);
- contract management;
- day-to-day management of the staff involved in finance and accounts; and
- Government reporting.

As with all employees at the College, a personal Christian faith is essential, and a **Pastor's** reference will need to be supplied.

For further information on this position, please contact Principal Garry Maynard, on 9754 1144.

To apply for this position, please deliver your completed application, including an Application Form (**Annexure 'B'**) by email to [dianne.fraser@cornerstone.education](mailto:dianne.fraser@cornerstone.education), or deliver by mail to PO Box 775, Busselton, 6280. Applications close at 4:00pm on Friday, October 6th, 2017.

## ROLE DESCRIPTION (Annexure 'A')

POSITION	
<b>BUSINESS MANAGER</b>	
ORGANISATIONAL LOCATION	EMPLOYMENT ARRANGEMENTS
Administration, Busselton Campus	Full-time
IMMEDIATE SUPERVISOR(S)	IMMEDIATE SUBORDINATE(S)
Principal	Finance and Administration staff
PRECIS OF DUTIES	
<p>Specific responsibilities are as follows:</p> <ol style="list-style-type: none"> <li>1. Assisting in the development and promotion of the ethos, aims and objects of the School;</li> <li>2. All accounting functions and financial reporting;</li> <li>3. Personnel management of the non-teaching staff (excluding teacher aides &amp; chaplains);</li> <li>4. Contract management; and</li> <li>5. Day-to-day management of the staff involved in finance and accounts; and</li> <li>6. Government Reporting.</li> </ol>	
<p>It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary the responsibilities of the BUSINESS MANAGER as required.</p>	
	DATE OF APPROVAL

APPLICATION FORM (**Annexure 'B'**)



EDUCATION FOR CHRIST, CHARACTER, COMMUNITY

## EMPLOYMENT APPLICATION

Name \_\_\_\_\_

Position Business Manager

Date \_\_\_\_\_

Cornerstone Christian College Grace Court Busselton WA 6280 PO Box 775 Busselton WA 6280  
phone (08) 9754 1144 fax (08) 9754 1142 [admin@cornerstone.wa.edu.au](mailto:admin@cornerstone.wa.edu.au) [www.cornerstone.wa.edu.au](http://www.cornerstone.wa.edu.au)  
ACN 125 713 448 – ABN 51 009 297 941

## VISION

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Generations, transforming our region, our world.

## MISSION

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### Education (*To Learn for Life*)

- To enable students to be immersed and engaged in up-to-date curriculum
- To explore understand and critique everything with a Christian worldview
- To identify and develop students' unique God-given talents and plan for their life
- To encourage enthusiasm and perseverance in learning
- To develop a mind-set in students to challenge their own limits

### Christ (*Passion for Jesus' View of the World*)

- To develop faith in Jesus Christ
- To actively pursue wisdom for life

### Character (*Confidence & Integrity*)

- To be confident people of integrity, humility and self-discipline
- To show love, compassion and respect

### Community (*Participate & Serve*)

- To be responsible role-models in our community
- To make a positive difference in the lives of others

## STATEMENT OF FAITH

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All staff at the college are committed Christians who are active members in their local Church.

It is important that our staff have unity on foundational issues. We believe that in the essentials there must be unity, in the non-essentials liberty or freedom and in all things grace and love.

Below are the foundation principles that we consider are the essentials where total unity and agreement is necessary.

Before considering your application for a position, we would ask you to read the principles carefully and sign if you agree that they represent the foundation of your own beliefs and views. This statement needs to be submitted with your application form.

### Foundational Principles

- Jesus Christ alone is head of the Church.
- The Church is the community called into being by God. In both its universal and local expressions, it consists of persons who have personally and knowingly accepted Jesus Christ as Saviour and Lord and have pledged themselves to worship, follow and serve him as a priestly community.
- By his high priestly ministry, Jesus Christ has won the right for every believer to approach God directly through him.
- Jesus Christ is the supreme authority in all matters of faith and conduct in the life of both churches and individuals.
- He has given to all churches and to every individual the right and responsibility to understand and to do God's will. Therefore, being accountable to God, Christians are not to despise their fellow believers but to accept one another as Christ's servants, allowing each other freedom of conscience.

- ❑ God has given to human governments the right and responsibility to promote what is just and good but not to coerce belief or practice contrary to conscience.

#### Beliefs of Christian Faith

- ❑ There is only one God. He is infinitely good and great, and has revealed himself to be personal and triune in essential being, eternally existing as Father, Son and Holy Spirit.
- ❑ God speaks to us through the bible, the sixty six Scriptures of the Old and New Testaments. Being God-breathed they are fully trustworthy and supremely authoritative for what we believe and how we are to live.
- ❑ God created the heavens and the earth and all that exists in them. He continues to care for and govern his creation, working out his purposes for all he has made.
- ❑ In creating humans, male and female, in his likeness God intended that we should live in fellowship with him. However, tempted by Satan, God's adversary, the first man and woman disobeyed God. The effect of their sin spread so that we all sin, falling short of our responsibility to love God and neighbour and care for the world.
- ❑ Despite our sin, which alienates us from God and rightly deserves his judgment, God, because of his grace and great love for all people, sent his son into the world to save us.
- ❑ The incarnate son, Jesus of Nazareth, was conceived by the virgin Mary through the Holy Spirit. Fully human and fully divine, he lived on earth a sinless life of perfect obedience. He died on the cross as a sacrifice on our behalf and in our place, redeeming us from the penalty and power of sin and triumphing over Satan. He was raised bodily from the dead and ascended to his Father's presence where he lives forever as our great High Priest and reigns as Lord of all.
- ❑ The Gospel, the good news concerning Jesus Christ and his reconciling work, is God's powerful way of bringing salvation. All who respond in repentance and faith God sets right with himself, forgiving and cleansing them from sin and giving them his Holy Spirit and eternal life.
- ❑ The Holy Spirit gives new life to all believers and resides in them permanently empowering for life and witness. He makes them holy and enables them to grow into the likeness of Christ. Through the Spirit God grants all his people various gifts for the well-being, functioning and mission of the Church.
- ❑ All Christians are commanded to love God with all their heart, mind and strength, and their neighbours as themselves. What love means in practice, we discover through searching the Scriptures, which reveal God's character and will. Such love includes the responsibility of every Christian to participate in the proclamation of the good news throughout the world.
- ❑ While all believers belong to the universal church, God gathers them into local churches which exist to worship and serve him. Jesus Christ, the head of the church, has established both baptism and the Lord's Supper.
- ❑ Jesus Christ will return visibly and victoriously from his Father's presence to complete his conquest of sin and evil. All people, both believers and unbelievers, will be raised bodily and be judged by God. Believers will enjoy eternal blessedness in God's presence, while unbelievers will suffer the eternal punishment of exclusion from his presence. The whole creation will be so transformed that righteousness will characterize the new heavens and the new earth for ever.

This Statement aims to give us all a common starting point and to underline the Christian ethos of our school. It is the basis on which we will view one another, our students and their families, and our framework for grappling with contentious issues in our community and the world.

## LIFESTYLE CLAUSE

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The College Board and Leadership Team of Cornerstone aim to bring together and equip a competent team of Christian educators and support staff who are committed to making a life enhancing investment in the students we serve.

Biblical Principle:

**Throughout scripture the importance of unity and remaining a holy people with 'clean hands and a pure heart' is critical if we are to enjoy the blessing and anointing of God. Psalm 133 describes the beauty of the anointing of God and the way He views unity and purity amongst His people.**

The College Board has made it very clear to the Leadership Team that all staff appointed to positions must be committed Christians who are actively involved in the Christian Church. This expectation is made clear to all staff applying for positions and participating in interviews. This is a ministry of the Church and therefore, all staff are **'ministers' representing God and the Church. We must** remain true to our calling and the lifestyle choices that are clearly outlined in the Bible.

All staff are leaders in society to both parents and children. This must be acknowledged by the staff and therefore their lifestyle must be conducted in a way that it does not lead others away from Christian beliefs.

**It is important to establish clear expectations for all employees of the College. The Board's hope is that this clause will make the College's expectations very clear to all applicants who are considering accepting an offer of employment.** All staff will sign this document, to indicate their agreement with and acceptance of the Lifestyle Clause, prior to taking up any responsibilities. Staff will, as part of the annual intention form and staff development process, sign agreement to the Lifestyle clause and Statement of Beliefs annually.

### The Lifestyle Clause:

Cornerstone Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expounded in many of Cornerstone **Christian College's public and internal documents, both printed and on the College's website and viewable by staff** as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required to respect and maintain.

All staff of Cornerstone Christian College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the College.

Staff are required to refrain from acting in the course of their work, or in doing something connected with their work, in a way that they know or ought reasonably to know is contrary to the Christian beliefs of Cornerstone Christian College.

It is a genuine occupational requirement of Cornerstone Christian College that all staff members, in the course of, or in connection with their work, act in a way that is consistent with the Christian beliefs of Cornerstone Christian College. Whether directly in school hours of duty or not, nothing in their deliberate conduct should be incompatible with the intrinsic character of their position. In the expression of human sexuality for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage.

Staff are required to frequently participate in the Christian Church in order to share communion, receive Biblical teaching, pray and worship together. Staff are also required to frequently participate in staff devotions. ( Acts 2:42, 1 Cor 14:26 )

Where any staff member acts in a manner contrary to the requirements of this clause, the Principal or Deputy Principal may call the staff member to account. If necessary, the College may initiate due process, including an attempt at restoration, and may take disciplinary measures including termination of employment.

## EMPLOYMENT COLLECTION NOTICE

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1. In applying for a position with the College, you will be providing the College with personal information, including health and other sensitive data.
2. In the course of gaining employment with the College, or through employment, you may provide the College, and the College may collect, either directly or indirectly, health information. Health information about employees is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide health information about yourself from time to time.
3. **The College's Privacy Policy sets out how you may seek access to personal information** collected about you and how you may complain about a breach of privacy and how the College will deal with such a complaint. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. The College will occasionally use outside experts or consultants to assist the College with recruitment and appointment. In these circumstances, our contractual agreements with these parties will require the same commitment to your privacy as the College gives you. We will not disclose this information to any other third party without your consent.
5. The College has a policy of conducting employment screening checks, including:
  - a. character and professional references
  - b. criminal history checks
  - c. checks for Apprehended Violence Orders or similar records under child protection lawsWe may also collect personal information about you in accordance with these laws.
6. **The College may store personal information in the 'cloud' which may mean** that it resides on servers which are situated outside Australia.
7. If you provide the College with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and the reasons, so that they can access that information if they wish, and that the College does not usually disclose the information to third parties.

## WORKING WITH CHILDREN CHECK

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It is a condition of employment when working with students that employees possess a current Working With Children Card (WWCC).

Your WWCC Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

(Office use: data verified \_\_\_\_\_)

If you do not currently have a WWCC and you are offered a position your employment status will be conditional on the successful application of a Working With Children Check.

PERSONAL DETAILS			
Last Name	First Name	Second Name	
Date of Birth		Title	
Street Address			
Suburb	State	PC	
Phone (H)	Mobile	Email	
Marital Status		No. of Dependents	
General state of health			
Church Attended		Minister	

EMPLOYMENT					
Expected commencement date			Full-time/Part-time Temporary/Casual		
If you are applying for Casual work, please notify us of the days that you are available:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Are you directly related to a current Cornerstone Christian College staff member?      YES      NO					

EDUCATIONAL QUALIFICATIONS			
Year Completed	Course	Institution	Fulltime Equivalent Years Study
<i>Copies: Please attach copies of Diplomas, Certificates, Degrees or transcripts of results.</i>			

PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS <i>(Include Bronze Medallion/ First Aide Certificate etc)</i>



EMPLOYMENT HISTORY					
Date From	Date To	Employer	FTE*	Position	Reason for Leaving
<i>Copies: Please attach copies of Statements of Service</i>					
<b>TEACHERS ONLY</b>	Total full time equivalent (FTE)* teaching years (5 days/wk = 1.0; 2 days/wk = 0.4)				FTE Total:
	Have you been employed as a teacher in WA in the last 5 years?				YES NO
	Are you registered with the Teacher's Registration Board (TRBWA)?				YES NO
	If YES, what is your TRB Number:		Status: PROVISIONAL LIMITED PERMANENT		
Please give details of any experience in curriculum development or writing curriculum materials (Teacher's Only)					

HOBBIES AND OTHER INTERESTS

CHRISTIAN EXPERIENCE
How long have you been a Christian?
Give a brief account of your Christian journey.
What is your involvement at your church?
What is the name and telephone number of the Minister/Pastor/Elder to whom we could refer?

## CHRISTIAN UNDERSTANDING

What is your definition of a Christian?

How would you explain the Christian Gospel to a friend?

What do you believe is the unique function of a Christian College?

How do you relate biblical principles to your class/subject? *(Teacher's Only)*

Describe the place of the Bible in your life?

Do you agree with the enclosed Statement of Faith and Lifestyle Clause? If not, please provide details.

## EDUCATIONAL PHILOSOPHY *(Teacher's Only)*

Outline briefly your educational philosophy. *(Please attach additional page/s if needed)*

## GENERAL

What attracts you to this position?

What are your main strengths?

What areas do you need to improve?
Additional Comments?

REFERENCES	
<i>Please provide at least two to three contact details of your referees</i>	
Full Name	Position
Company	Contact Number ( )
Full Name	Position
Company	Contact Number ( )
Full Name	Position
Company	Contact Number ( )
<i>We require at least two written references: one professional and one character reference. One of the references should be from the minister/pastor/elder of the church you regularly attend.</i>	

SIGNATURE	
Having completed all the above questions, read and support; the Statement of Faith, Lifestyle Clause, Vision and Mission of Cornerstone Christian College and the Employment Collection Notice, I hereby apply for employment to the above position.	
Signature	Date

CHECKLIST	
If you proceed to making an application PLEASE ensure ALL items on the following checklist are COMPLETED and INCLUDED in your application. An incomplete application may not be considered.	
Copies of Qualifications/Statements of Service enclosed	YES NO
Two written references enclosed ( <i>professional and character</i> )	YES NO
ALL sections of application form completed and enclosed	YES NO
Working With Children Check number provided	YES NO
A copy of a passport sized photo of yourself	YES NO
Attached responses to Selection Criteria (if applicable)	YES NO