

OPERATIONAL SERVICES TEAM ASSISTANT, LEVEL 1

PART TIME POSITION AVAILABLE

Applications close: Monday 10th June 2024, 4.30 p.m. (WST)

HillSide Christian College is an evangelical, Christian school educating children from Kindy to Year 12. Please view the school website for general information: <http://www.hillside.wa.edu.au>

ABOUT THE POSITION

HillSide Christian College is seeking to appoint an individual with a strong work ethic, enthusiasm for learning and a commitment to serving others, to join the Operational Services (OPS) Team. A 12-month Fixed Term Contract is being offered for a 7.5 hours per week (0.2 FTE) part-time Assistant position.

In this position, the successful applicant will provide client-focused support to the College's Operational Services (OPS) Coordinator, assisting with College Events and the overall presentation of the College at these Events. This person will provide a level of administrative assistance that contributes to the College's positive atmosphere, and actively promotes a good first impression to the community. Flexibility in hours around College Events will be an advantage, as will the ability to work additional hours around Events.

The successful applicant will be a practicing evangelical Christian who is able to demonstrate and work within the College's Christian framework. All applicants wishing to apply should be able to demonstrate their personal faith in Jesus Christ as God and Saviour and be an active member of an evangelical Christian Church. Any appointment to the position will be dependent upon the successful applicant signing the College's Code of Conduct (including Statement of Faith) and the Employment Contract.

APPLICATION INSTRUCTIONS – HOW TO APPLY FOR THE POSITION

Upload the following:

- a) Comprehensive CV.
- b) Covering letter in which you address the Selection Criteria in relation to the position.
- c) A brief outline of your Christian faith story and contribution to the life of the Church.
- d) Christian orientated written reference from your Church Pastor or Elder, or alternatively, include contact details for this person in your CV.

POSITION DESCRIPTION

Job Title: Operational Services Team Assistant
Level: 1
Reports to: Business Manager, Jim Tsokos
Supervisor: Operational Services Coordinator, Peta Nicholls

Job Purpose: Provide client-focused support to the College's Operational Services (OPS) Coordinator, assisting with College Events and overall presentation of the College at these Events. Provide administrative support the OPS Coordinator that contributes to the College's positive atmosphere and actively promotes a good first impression to the community. The successful candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

Key Responsibilities

Under the direction and guidance of the OPS Coordinator or Team Leader:

- Assist with College Events (set up, food preparation, serving, clean up)
- Assist with ordering and receiving supplies.
- Perform general ad hoc cleaning tasks.
- Safe operation of tools and cleaning equipment.
- Moving furniture and equipment.
- Report any identified major maintenance or repairs that arise.
- Report any identified Occupational Health and Safety issues.
- Promote environmental sustainability through recycling.
- Other duties as required from time to time, as requested by the Principal or delegate.

Selection Criteria

- Demonstrated interpersonal skills that build and maintain effective working relationships.
- Demonstrated sound written and verbal communication skills.
- Demonstrated ability to work collaboratively in a team and an ability to take directions and work independently when required.
- Demonstrated organisational skills to assist in achieving outcomes as directed.
- Demonstrated ability in use and maintenance tools and cleaning equipment.
- Problem-solving skills that demonstrate the ability to readily refer to a line manager.

Desirable Criteria

- Current First Aid Certificate.

Eligibility

Prior to commencement, employees will need to meet the following essential compliance requirements:

- Hold or obtain a current Working with Children Check
- Hold or obtain a satisfactory National Police Clearance
- Hold a current Driver's Licence (minimum 'C' Class)
- Sign the College's Code of Conduct (including Faith Statement) and the Employment Contract
- Provide original Birth Certificate or Passport, or Visa Grant or VEVO document as relevant
- Provide copy of qualifications and certificates.

Further Information

Interviews and referee checks will be integral to the selection of any candidate.

For further job-related information please contact Mrs Peta Nicholls (OPS Coordinator) through the College office on (08) 9453 2644 or email: humanresources@hillside.wa.edu.au.

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured. The College also reserves the right to make any necessary enquiries outside listed referees if required in the selection process.