

## Personal Assistant to CEO

### JOB DESCRIPTION

#### VISION, MISSION, AND VALUES

Christian Aboriginal Parent-directed Schools (CAPS) is an association of three schools in Coolgardie, Kurrawang (Kalgoorlie) and Esperance founded by aboriginal Christian parents to support the growth and development of all aboriginal students.

**VISION** – To be a lighthouse in Christian Education, growing and adapting to meet the needs of Aboriginal (First Nations) students.

**MISSION** - To provide a Christ-centred education, that nurtures students spiritually, educationally, and socially, in an inclusive learning environment that embraces the richness of the Aboriginal (First Nations) heritage.

To discover and develop God-given talents, grounded in biblical truths, equipping students with life skills, preparing them to be leaders in their communities and to make a positive difference in the world.

#### VALUES –

- Christ centred, Bible believing practice.
- Aboriginal (First Nations) heritage.
- High Expectations.
- Pursuit of Excellence.
- Aboriginal (First Nations) leadership.
- Strong relationships with family and community.
- Integrity, transparency, and accountability.

#### SCOPE

The primary role of the Personal Assistant to the CEO is to provide administrative functions to ensure smooth running of the tasks in the daily operations of the CEO and the board. The position will be -

- the founding member of CAPS administration team working closely with the CAPS CEO and the management and administration teams of the CAPS schools.
- required to maintain collegial and professional relationships with members of CAPS board and school(s) staff.
- expected to actively add to the Christian ethos of the CAPS community.

#### WORKING CONDITIONS

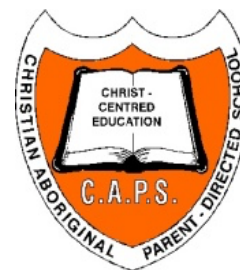
Part Time Employment 0.4 FTE working remotely from home.

#### HOURS

Flexible but to be negotiated – preferably 3.25 hours a day over 4 days each week.

#### REPORTING STRUCTURE

This position will report directly to the CAPS CEO.



#### QUALIFICATIONS, REGISTRATIONS ETC

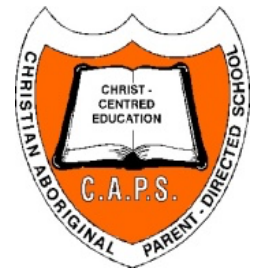
- Working with Children Check and a National Police Clearance, eligibility to obtain one as soon as possible and continue to be eligible for National Police Clearance and maintain a current Working with Children Check, during tenure
- Eligible to work in Australia.

#### SKILLS – ESSENTIAL

- Support and actively demonstrate and implement the Christian Ethos of the organisation as outlined in the CAPS Statement of Faith, Vision and Mission.
- Demonstrate a strong passion for Christian Education.
- Strong organisational skills
- Exceptional multitasker who can multi-task and time manage efficiently and effectively.
- Demonstrates a high attention to detail.
- Excellent communication skills
- Courteous and professional
- Strong customer service and focus
- Fast and accurate touch typing
- Strong computer skills including Word, Excel, and Outlook
- Ability to work collaboratively as part of a team.
- **Christian Values** - The position requires you to be committed to the Christian Vision and Mission of CAPS by-
  - Celebrating and enjoying being a Christian and being part of a Christian community
  - Modelling Christian behaviour, practices and beliefs
  - Building cooperative and supportive relationships with staff, students and parents
  - Striving for excellence in performance and participation
  - Acting in the best interests of the School and its ethos

#### DUTIES AND RESPONSIBILITIES

- Organising and maintaining CAPS CEO and CAPS Board events and calendar
- Arranging travel and accommodation for CAPS Board and CEO
- Producing documents, briefing papers, reports, and presentations
- Taking minutes and drafting documents as required
- Organising and attending Board meetings and ensuring agendas and minutes are appropriately managed
- Organising and attending meetings when required and ensuring CEO is well prepared for meetings
- Maintain office systems and processes, including data management
- Support CEO in organising staff training and development pathways.
- Assist with maintaining inter school communication
- Assist in organising staff development days
- Assist in organising Board Meetings



### BENEFITS OF WORKING FOR CAPS

- Attractive Salary Packaging options available
- A fun and friendly Christian working environment
- Flexible working hours and the ability to work from home.

### APPLICATION PROCESS:

If you can see yourself becoming a member of the CAPS team and succeeding in this role then please apply. To be considered, applications must include:

- a document addressing the Selection Criteria,
- a current Resume and,
- a completed CAPS Employment Application Form.

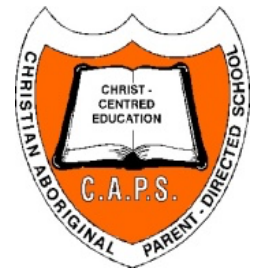
Incomplete applications will not be considered for shortlisting.

You can locate the selection criteria below.

All applications must be submitted via e-mail to [CEO@caps.wa.edu.au](mailto:CEO@caps.wa.edu.au) addressed to the CEO, Mr Dave Stevens

**Application closing date is Friday 15<sup>th</sup> Nov.** Start Date to be negotiated.

CAPS encourages you to apply for this vacancy as soon as possible and reserves the right to close this vacancy without notice.



## SELECTION CRITERIA - PERSONAL ASSISTANT TO CEO

### Selection Criteria– Essential

1. To have a personal faith and commitment to the Lord Jesus Christ with regular Church attendance and a lifestyle consistent with Christian living.
2. To meet the requirements to be granted a Working with Children Check and a Nationally Coordinated Criminal History Check.
3. Strong interpersonal skills.
4. Maintain and manage confidential information.
5. To be self-motivated, efficient, and professional in manner even when working remotely.
6. To have exceptional written and oral communication skills.
7. To have strong organisational and time management skills.
8. To have a sound understanding of office administration procedures.

### Selection Criteria – Desirable

1. To hold relevant qualifications.
2. To have knowledge and experience in working with Microsoft Office 365.
3. To have knowledge and experience in working with schools' policies and compliance.
4. To have knowledge and experience in working with aboriginal people & communities