Applications are invited for the following positions:

Administration Assistant

Secondary Teacher
Food Technology/Hospitality

(Term block, Term 4 2015, Long Service Leave Position)

The successful applicants will be enthusiastic people, committed to excellence and willing to foster a climate of exemplary pastoral care. The College has been established “For Christ’s Glory” and is committed to Christian education.

Employment packs are available to download at www.wac.nsw.edu.au/employment. Enquires can be made via email: employment@wac.nsw.edu.au or contact the College on 4684 2577.

Closing date: Friday, 17 April 2015

In accordance with Child Protection legislation, preferred applicants will be subject to employment screening.
General Information for Applicants

Thank you for your enquiry regarding the advertised position.

The following information is provided to help you decide whether to proceed.

GENERAL BACKGROUND

Wollondilly is a co-educational Anglican College operated under the auspices of the Sydney Anglican Schools Corporation and governed by a College Council. In 2004, 136 students were enrolled on day 1 from Years K-7. The College rapidly began to enjoy a reputation in the local community as a preferred institution of excellence in both academic and pastoral areas. Growth currently continues to exceed expectations. In 2015, the College has a student population in excess of 800 students from Transition to Year 12.

EDUCATIONAL PHILOSOPHY

Wollondilly Anglican College is part of the outreach ministry of the Anglican Church Diocese of Sydney. It is founded on a Christian philosophy of education and is strongly supported by local Christian congregations. Staff, likewise, have a commitment to actively supporting local churches.

The College is renowned as a Christ centred, disciplined learning environment where meeting the academic, spiritual, social, creative, physical and pastoral needs of students, staff and the school community is both a central feature and continuing priority. It will remain as accessible, Anglican, T-12, co-educational and comprehensive.

A strong focus on pastoral care at the College serves to build, reflect and support a sense of family. Discipline problems are minimised by a proactive focus on developing a sense of self worth and respect for others, enabling each student to proactively engage life and the workforce with confidence, rather than respond defensively to situations and events.

The learning environment emphasises the technological and research skills necessary for information gathering and promoting a love of learning. Curriculum determination, assessment and reporting policies are reflective of the abilities of the students, the expectations of the College community, the parameters determined by the NSW Board of Studies and consideration of the balance between predetermined funding constraints with the provision and continuance of diverse alternatives. Whilst pursuit of excellence is determined for each student according to his or her own God given gifts, the College also has a strong focus on academic results.

Parental and staff involvement in fundraising and working bees is encouraged by an active P&F. A regular system of open communication has been established, including a student diary, weekly newsletter and parent information evenings. The College is an integral part of the local community through the initiation and nurture of strong links with the media, business leaders, political representatives, local and regional Anglican churches, churches of other denominations and community organisations.
**LOCATION & BUILDINGS**

The College consists of spacious permanent buildings set in natural bushland on the western side of Remembrance Drive between Tahmoor and Bargo. Rooms are purpose-built and air-conditioned. There are no portable/temporary classrooms.

There are currently four Information Resource Centres in addition to designated Humanities, and Science and Technology facilities. A separate Senior Precinct which includes study centres, Science laboratories, an indoor amphitheatre, classrooms with electronic whiteboards and data projectors, student tea and coffee making facilities, car park, hard-court and oval. The Creative Arts centre has space for Music, Visual Arts (including a Kiln and a Darkroom), Drama and Dance.

Support facilities include a Canteen/Cafeteria, a Maintenance Facility, Playing Field, Transition class facility, After School Care facility, Amenities Block, and a 500 seat Music and Performing Arts Auditorium.

During 2015 the College will open its new Hospitality kitchen that is one of the foremost among such facilities in the country, along with a new Administration building and staffroom.

**APPLICATIONS**

Applications close 4.00pm on Friday 17 April 2015.

Child Protection Legislation requires the successful applicant will provide a Working With Children Check number and consent to a Working with Children Check process.

Applications should be submitted with:
- A completed “Application for Employment”.
- A copy of your Curriculum Vitae (CV)
- Contact details for three supporting referees (eg. Character, Church, Professional)

Applications should be addressed to:

The Headmaster
Wollondilly Anglican College
Locked Bag 1011
TAHMOOR 2573

Or by email to employment@wac.nsw.edu.au
Title: Administration Assistant

Reports to: College Administrator

Based at: Wollondilly Anglican College

Job purpose: To provide the College community with professional and high quality administrative support.

Classification: Clerical Officer Level 2

Salary: $47031.00pa

Status: Full Time (Not required to work during College holidays).

Key responsibilities and accountabilities:

- The Administration Assistant is often the first point of contact with the College. A warm professionalism and courteous demeanour would be an essential characteristic.
- Preparation and distribution of a variety of publications including the weekly College newsletter, correspondence to students, parents and College staff.
- Receptionist duties including but not limited to answering counter and telephone enquires.
- Secretarial duties including but not limited to faxing, photocopying, delivering messages, shopping, sending mail.
- Administering first aid.
- Providing database support relating to student attendance, student welfare, government reporting, academic reports, bursaries and discounts, and event management.
- Providing administrative and hospitality support for College events and activities.
- Other duties as requested by the College Administrator.

Person Profile:
Team oriented; discreet; able to exercise initiative; reliable; patient; empathetic; friendly; flexible; willing to consider additional study if the opportunity presents and personal circumstances permit.

Specific Job Skills:

- Experience in an office environment or training for such a role.
- Ability to plan, organise and prioritise.
- Ability to work independently and without supervision.
- Ability to communicate with a broad section of the local community.
- Comfortable with technology including Microsoft Word, Excel and Publisher.
- A working knowledge of Edumate would be an advantage.
- Problem solving ability.
- Understanding of the expectations relating to Child Protection in a school environment.

Minimum Qualifications:

- Current Senior First Aid Certificate.
- Completed or undertaking a certificate level qualification in Business/Management /Administration or equivalent.
information; and health information about an individual. Sensitive information will be used or disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The SASC’s and the school’s staff are required to respect the confidentiality of the pupils’ and Parents’ personal information and the privacy of individuals.

Each school has in place steps to protect the personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access to computerised records.

Updating personal information

Each school endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the school by contacting the School Administration office at any time during normal school office hours.

The National Privacy Principles require a school not to store personal information longer than necessary.

You have the right to check what personal information a school holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which SASC or a school hold about them and to advise SASC or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the SASC or a school holds about you or your child, please contact the school’s Principal or the SASC Chief Executive Officer in writing. The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The SASC respects the right of Parents to make decisions concerning their child’s education.

Generally, a school will refer any requests for consent and notices in relation to the personal information to the pupil’s parents. A school will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to a pupil.

Parents may seek access to personal information held by a school or the SASC about them or their child by contacting the School Principal. However, there will be occasions when access is denied. Such occasions would include where the release of the information would have an unreasonable impact on the privacy of others, or where the release would result in a breach of the school’s duty of care to the pupil.

A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow the pupil to give or withhold the consent to the use of their personal information, independently of their Parents. This would be done only when the maturity of the pupil and/or the pupil’s personal circumstances so warranted.

Enquiries

If you would like further information about the way a school manages the personal information it holds, please contact the School Principal. In the case of the SASC Group Office, please contact:

The Chief Executive Officer
Sydney Anglican Schools Corporation
PO Box 465
Hurstville NSW 1461

At Schools conducted by
SYDNEY ANGLICAN SCHOOLS CORPORATION GROUP

Your PRIVACY
Your privacy is important.

This Privacy Policy applies to schools conducted by the Sydney Anglican Schools Corporation ('SASC') Group.

This statement outlines the SASC's policy on how each school (including the SASC Group Office) uses and manages personal information provided to or collected by it.

The SASC is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The SASC may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does a school collect and how does a school collect it?

The type of information schools collect and hold includes (but is not limited to) personal information including sensitive information, about:

- Pupils and parents and / or guardians ('Parents') before, during and after the course of a pupil's enrolment at the school;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the school.

Personal information you provide:

A school will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents or pupils will provide personal information.

Personal information provided by other people:

In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

How will a school use the personal information you provide?

A school will use the personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents:

In relation to personal information of pupils and Parents, a school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying the needs of the Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school.

The purposes for which a school uses personal information of pupils and Parents include:

- To keep Parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after pupils' educational, social, spiritual and medical wellbeing;
- Seeking donations and marketing for the school;
- To satisfy the SASC's and the school's legal obligations and allow the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or Parent, if the information request is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

Volunteers:

A school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, to enable the school and the volunteers to work together.

Marketing and Fundraising:

Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising.

Parents, staff, contractors or other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools:

The Privacy Act allows each school, being legally related to each of the other schools conducted by the SASC to share personal (but not sensitive) information with other schools conducted by the SASC. Other SASC schools may only use this personal information for the purpose for which it was originally collected by the SASC school. This allows schools to transfer information between them, for example, when a pupil transfers from a SASC school to another school conducted by SASC.

Who might a school disclose personal information to?

A school may disclose personal information, including sensitive information, held about an individual to:

- Another school;
- Government departments;
- Medical practitioners;
- People providing services to the school, including specialist visiting teachers and sport coaches;
- Recipients of school publications, like newsletters and magazines;
- Anyone you authorise the school to disclose information to.

Sending information overseas:

A school will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the National Privacy Principles.

How does a school treat sensitive information?

In referring the 'sensitive information' a school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal