

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values excellence.

The Curriculum Administration Assistant provides administrative support for the Assistant Principal Curriculum, the Dean of Curriculum, and the Workplace Learning Coordinator.

Role and Responsibilities

The Curriculum Administration Assistant will support the Curriculum Team to:

- Maintain curriculum data in Synergetic.
- Process GATE and scholarship applications.
- Upload data to SIRS (ENCOS, OFCOS, SRGDG, RSCOS).
- Update EDVAL student data - student information maintenance, class creation and class changes.
- Maintain the planning calendar.
- Manage student movement data.
- Manage minute taking at meetings.
- Assist with the proofreading of reports/exams.
- Assist with publications, editing, formatting and printing.
- Assist with event management.
- General administration and reception duties.
- Ensuring a high standard of communication and production of curriculum materials.
- Internal relief allocations.

Accountability

- The Curriculum team is responsible to the Assistant Principal Curriculum (APC)

Attributes and Skills

In addition to relevant experience and secretarial/administrative knowledge, candidates will need to show evidence of the following:

- A Christian-based lifestyle and ethos.
- Integrity, responsibility and leadership.
- Knowledge and understanding of school administration systems.
- Exceptional communication skills.
- Excellent word processing and IT skills, including knowledge of a range of software packages such as Synergetic, Consent2Go, SEQTA and cloud-based technologies.
- Excellent organisational and time management skills.
- Ability to work accurately under pressure and to tight deadlines.
- Ability to work on own initiative (a can-do attitude) and as a team member.
- Attention to detail.
- Discretion and a mature understanding of the importance of data protection and confidentiality.
- The ability to professionally communicate with a broad cross-section of the community including students, parents, teachers and external agencies.
- The capacity to maintain positive and collaborative relationships with staff, students and parents.
- A willingness to go the second mile to achieve excellence.

Other Requirements:

- A current Working with Children's Check (or eligible to obtain one)
- A National Police Clearance (to be supplied if successful)

Remuneration

Remuneration will be in line with the College agreements on an FTE basis.

Approximate Salary range: \$55,000 - 69,000 inclusive of superannuation and leave loading.

Application Requirements

- A covering letter
- A written response to each of the five Selection Criteria as listed below:
 1. An active Christian faith
 2. Working familiarity with relevant Learning Management Systems
 3. Data management experience
 4. Strong organisational capacity
 5. A willingness to go the extra mile to achieve excellence
- A Current Pastor's Reference

Potential applicants are welcome to contact the Assistant Principal Curriculum for a further understanding and description of the role and process (rstirling@carey.wa.edu.au).

Timeline

- Applications close 12pm Wednesday 13 January 2021
- Interviews will occur ASAP thereafter
- Commencing January 2021

Applications addressed to:

Mr Brenden Gifford - Secondary Principal

Carey Baptist College

PO Box 1409

CANNING VALE WA 6970

Or emailed to employment@carey.wa.edu.au (as one attachment where possible)