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| **S:\Shared\CSO\Photos and Images\LOGOS\CSO Logos\Square and banner logos\square\cso logo square.jpg** | **Information Package for****Office Assistant** | **Catholic Schools Office**2/131 Barney StreetPO Box 636ARMIDALE NSW 2350Phone (02) 6772 7388Email jobs@arm.catholic.edu.au  |

Thank you for your enquiry regarding this position with the Catholic Schools Office Armidale.

The information in this package will assist you with your decision to apply for this position.

This position is a temporary full-time position to 6 December 2019. The commencement date will be negotiated with the Personal Assistant.

Included in this information package is:

* Employment Information Collection Notice
* Position Description, which includes selection criteria
* CSO Application form
* Information on writing and submitting your application

Send your completed application, including application form, letter of application, curriculum vitae and other support documentation to;

|  |  |
| --- | --- |
| **Post to, marked *“Confidential”*** | **Email to** |
| Leanne WoodsHuman Resources CoordinatorCatholic Schools OfficePO BOX 636 Armidale NSW 2350  | jobs@arm.catholic.edu.au  |

Applications for this position close **4.30 pm on Friday 8 March 2019.**

We look forward to receiving your application.

Regards,



Leanne Woods

Human Resources Coordinator

**WRITING AND SUBMITTING YOUR APPLICATION**

An application form is provided as part of this package. Please make sure it is included with your application.

**Writing a statement of claim for the position**

The statement of claim should explain and demonstrate how your skills, knowledge and experience meet each of the essential and desirable criteria listed in the position description.

The written application is the basis on which the selection panel will decide who will be interviewed. It is important and should be prepared carefully.

It is helpful to give examples of significant achievements illustrating the relevant experience or skill. Simply stating that you meet the requirements will not provide the panel with enough information.

Remember that the essential and desirable criteria listed in the position description will be used by the panel at all stages of the selection process as the basis for determining the most meritorious applicant.

Therefore, if you do not address your application to those criteria, the panel will find it difficult to assess your claims against those of others on the basis of relative merit.

**Referees**

You should nominate at least 3 referees, one of whom should be your most recent employer/Principal.

They will be asked to provide information on your skills, knowledge and/or experience as they apply to the essential and desirable requirements of the position.

**Submitting your application**

Your application must be sent in time to reach this address by the closing date.

**Documentation**

Do **not** enclose ORIGINALS of documents.

If you are short-listed, you may bring originals to the interview for review by the selection panel, along with any additional information you feel is relevant to your application.

If posting your application, please do not staple or present it in a bound folder, as we will be photocopying/scanning the documents.

**CATHOLIC SCHOOLS OFFICE**

**DIOCESE OF ARMIDALE**

# Employment Collection Notice

Under the terms of the Privacy Act, the Catholic Schools Office issues the following Employment Collection Notice.

1. In applying for this position you will be providing the Catholic School Office (CSO) and the schools within the Diocese with personal information. We can be contacted at the CSO by Phone: 6772 7388 or by mail: Post Office Box 636, Armidale 2350.
2. We collect personal information, for example your name and address or information contained on your resume, in order to assess your application for employment positions within the Diocese.
3. We may provide your personal information to any School in the Armidale Diocese for the purpose of recruitment to vacant employment positions. We will not disclose this information to any other individual or organisation without your consent.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.
5. Preferred applicants for the position are required to be subject to background check. This involves a check of relevant criminal history, any Apprehended Violence Orders, referee reports and employment history including disciplinary proceedings. Child protection legislation requires that successful applicants undertake a working with children check.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the CSO and why, and that they can access that information if they wish, and that the CSO does not usually disclose the information to third parties.
7. The CSO/School will retain your personal information (including referee reports) for three months and may use it again if the recommended applicant resigns or does not take up the offer of employment. After that time, we will destroy all documentation provided to us.



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| **Position Title:** | Office Assistant |
| **Department/Team:** | Administration Support Team |
| **CSO Remuneration Framework:** | Level 3 |
| **Date reviewed:** | February 2019 |
| **Classification:** | Temporary full-time to 6 December 2019 |

**ORGANISATIONAL CONTEXT**

The Catholic Schools Office (CSO) in the Diocese of Armidale provides Educational, Administrative, Information Communication and Technology, Human Resource services and support for 24 Catholic schools, which includes 19 Primary (K-6), 2 Central (K-10) and 3 Secondary schools (7-12), that educate more than 5,900 students.

**PURPOSE OF THE POSITION**

The Office Assistant is responsible for supporting the Administration Support Team by providing general office duties.

**ORGANISATIONAL RELATIONSHIPS**

**Reports to:**

* Personal Assistant
* Research Officer

This position requires a commitment to contributing to team effectiveness by ensuring that a collaborative and cooperative culture exists in the team. This requires a willingness to support and assist other members of the team.

**Internal Relationships**

* Administration Support Team
* System Development Team
* System Performance Team
* School Leadership & Management Team

**PRIMARY DUTIES AND RESPONSIBILITIES**

* General office duties
* Microsoft Word /Google suite processing of routine correspondence
* Assist to organise meetings, workshops and training
* Organising, preparing, setting up and cleaning up of resources, facilities, catering for meetings, workshops and training
* Photocopy, collate and bind documents
* Operate office equipment
* Filing
* Creation and dispersing of training certificates
* Maintenance of professional development register
* Scanning and data input
* Daily processing of incoming and outgoing mail
* Delivery of mail by hand to office personnel
* Undertake reception duties in the absence of full time Receptionist
* Smart Stacking, destruction and archiving of documentation
* Answer and direct telephone calls
* Lunch relief for Receptionist (Monday to Friday)
* Collection and drop off of persons to Armidale Airport and/or other local destinations
* Organise travel, accommodation and bookings as requested
* Ordering, collection and storage of office supplies and equipment
* Administration support to the Administration Team as directed by the Personal Assistant
* Administration support to the Research Officer (2019 Conference)
* Other administrative duties as directed

**SELECTION CRITERIA**

**Essential Criteria**

1. Promote and uphold the Mission, Vision and Values of the Catholic Schools Office
2. The ability to develop cooperative working relationships with a wide range of people and stakeholders
3. Ability to manage workloads and priorities to meet deadlines
4. Ability to exercise discretion and confidentiality and act professionally in the workplace at all times
5. Ability to work independently, and within a team environment
6. ICT skills, including MS Office Suite and Google Suite
7. Ability to operate office equipment
8. Ability to be adaptable and flexible
9. Excellent oral communication skills
10. General awareness of Work Health & Safety and Equal Employment Opportunity principles
11. Working with children clearance
12. Current Drivers’ Licence

**LOCATION**

The position will be based at the Catholic Schools Office, Armidale, located at 2/131 Barney Street.

**CONDITIONS OF EMPLOYMENT**

* This is a temporary full-time position to Friday 6 December 2019.
* CSO office hours are 8.30 am to 4.30 pm Monday to Friday.
* $59,136 gross per annum + 9.5% super.
* Salary packaging is available.
* 4 weeks’ annual leave per year. This position is required to work during the pupil vacation periods.
* Subject to a six-month probation period.
* The successful candidate will be subject to mandatory child protection screening.

This Position Description is a reflection of duties and responsibilities at a point in time and is not exhaustive. This Position Description is subject to change as required to meet the needs of the Diocese.

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| **S:\Shared\CSO\Photos and Images\LOGOS\CSO Logos\Square and banner logos\square\cso logo square.jpg** | **Application for a****CSO Position** | **Catholic Schools Office**2/131 Barney StreetPO Box 636ARMIDALE NSW 2350Phone (02) 6772 7388Email jobs@arm.catholic.edu.au  |

**SECTION 1: APPLICATION**

|  |  |
| --- | --- |
| Position you are applying for: |  |
| **Forward this application to the Human Resources Coordinator at the above address or email.** |

**SECTION 2: PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title (Mr Mrs Ms Miss Dr):  | **Previous Names *(please list all)*:** |
| Surname:  | Surname/s:  |
| First Name:  | First Name/s:  |
| Middle Name/s:  | Middle name/s:   |
| Religion:  | Marital Status:  |
| Residential Address:   | Postal Address: (if different for residential address)  |
| Email:  | Phone:  |
| Date of Birth:  | Mobile:  |
| Place of Birth: (City, State, Country)  | Australian Resident: [ ]  Yes [ ]  No |
| If NO, Visa Status:  |
| Country of Citizenship:  |
| **Are you of Aboriginal or Torres Strat Islander origin?**[ ]  No [ ]  Aboriginal [ ]  Torres Strait Islander [ ]  Both Aboriginal & Torres Strait Islander |

**SECTION 3: WORKING WITH CHILDREN CHECK NUMBER**

For employment that involves child-related work you must fulfil **NSW child protection requirements and be cleared**.

|  |  |  |
| --- | --- | --- |
| **WWC**       **Expiry Date:**        | **or** | [ ]  I do not currently hold a Working with Children Check Clearance, but I am aware that any offer of employment is conditional upon the completion of the working with children background check process and a satisfactory assessment.  |

**SECTION 4: EDUCATION & TRAINING**

**TERTIARY EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Years Attended** | **Award Conferred** |
|                 |                 |                 |
|                 |                 |                 |
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**ANY OTHER RELEVANT TRAINING / COURSES / QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Years Attended** | **Qualification Gained** |
|                 |                 |                 |
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**SECTION 5: EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Occupation/Position** | **Employer** | **From****DD / MM / YY** | **To****DD / MM / YY** |
|                 |                 |                 |                 |
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**SECTION 6: REFEREES**

It is the policy of the CSO for applicants to provide the names and contact details of at least three referees, one of whom should be your most recent employer. Please note that the Catholic Schools Office reserves the right to contact any previous employer other than the referees nominated below.

|  |
| --- |
| ***MOST RECENT EMPLOYER or PRINCIPAL*** |
| Name:       | Position:       |
| Organisation:       |
| Phone:       | Email:       |

|  |
| --- |
| ***OTHER PROFESSIONAL REFEREE*** |
| Name:       | Position:       |
| Organisation:       |
| Phone:       | Email:       |

|  |
| --- |
| ***PARISH PRIEST or MINISTER or ANOTHER SIGNIFICANT PERSON*** |
| Name:       | Position:       |
| Organisation:       |
| Phone:       | Email:       |

**SECTION 7: BACKGROUND CHECKING (All questions must be answered to consider your application)**

You are applying for child-related employment and there is a range of background checking requirements. Prohibited persons are not eligible to apply.

|  |  |  |
| --- | --- | --- |
|  | Have you ever been barred from child related work? | [ ]  Yes [ ]  No |
|  | If yes, please provide details.                      |
|  |  |  |
|  | Have you ever been convicted of an offence that would **bar** you from child related work, *Specified in Schedule 2 of the Child Protection (Working With Children) Act 2012, available on*  | [ ]  Yes [ ]  No |
|  | *Fact Sheet 13* ***Disqualifying offences (Schedule 2)***[*http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/Resources*](http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/Resources) |
|  |  |
|  | If yes, please provide details.                      |
|  |  |  |
|  | Are you currently subject to any criminal proceedings that if proven would **bar** you from child related work?  | [ ]  Yes [ ]  No |
|  | If yes, please provide brief details.                      |
|  |  |  |
|  | Have you ever **worked** **in NSW**?**If you answered yes**, have you ever been subject to an allegation of ‘reportable conduct’ (sexual offence/misconduct, assault, ill treatment, neglect or psychological harm of a child)?  | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |
|  | If yes, please provide brief details.                      |
|  |  |
|  | Have you **ever been or worked outside of NSW?****If you answered yes,** have you ever been the subject of a serious allegations regarding harm to a child that resulted in notification to a statutory authority under the local child protection legislation? | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |
|  | If yes, please provide brief details.                      |
|  |  |  |
|  | Are you aware of any reason or concern, held by another person, which may make you unsuitable to work in child related employment? | [ ]  Yes [ ]  No |
|  | If yes, please provide brief details.                      |
|  |  |  |
|  | Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm? | [ ]  Yes [ ]  No |
|  | If yes, please provide brief details.                      |
|  |  |
|  | Have you ever been convicted of any criminal offence?  | [ ]  Yes [ ]  No |
|  | If yes, please provide brief details, including dates.                       |
|  |  |  |
|  | Have you ever been the subject of an allegation of workplace misconduct that was the subject of an investigation? | [ ]  Yes [ ]  No |
|  | If yes, please provide brief details, including dates.                       |
|  |  |  |
|  | During the last 5 years have you ever been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceeding) in relation to your employment?  | [ ]  Yes [ ]  No |
|  | If yes, please provide brief details.                      |
|  |  |  |
|  | As a result of such proceedings in Question 10 **OR** for any other reason, have you ever been suspended, dismissed or asked to resign from your position?  | [ ]  Yes [ ]  No |
|  | If yes, please provide brief details.                      |
|  |  |
|  | Do you have any illness, injury, chronic condition, psychological/emotional condition, or requirement for regular medication that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position? | [ ]  Yes [ ]  No |
|  | If yes, please provide details.                      |
|  |  |  |
|  | Have you in the last 3 years had 10 or more consecutive days leave for sickness that may be relevant when considering your application?  | [ ]  Yes [ ]  No |
|  | If yes, please provide details, including dates.                      |
|  |  |  |
|  | Do you have any significant vision, voice or hearing loss or impairment that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position?  | [ ]  Yes [ ]  No |
|  | If yes, please provide details, including dates.                      |
|  |  |
|  | Have you ever been a recipient of worker’s compensation payments or benefits (wages, medical expenses or injury lump sum compensation?  | [ ]  Yes [ ]  No |
|  | If yes, please provide the *date of the injury; type of injury; details of any lost time; name of employer; any restrictions due to injury*.                      |
|  |  |  |
|  | Have you ever been rejected or deferred as medically unfit for employment or medically retired from employment?  | [ ]  Yes [ ]  No |
|  | If yes, please provide details, including dates.                      |
|  |  |
|  | Is there any other information regarding your health history that may need to be known when considering your application for employment?  | [ ]  Yes [ ]  No |
|  | If yes, please provide details.                      |

**SECTION 8: DECLARATION BY APPLICANT**

Employment in a system of schools is child-related employment. By submitting this application, I am agreeing that there is no reason for the employer to believe I am not suitable to work in child related employment. If any information not disclosed in this application is brought to the attention of the employer, my application may be reviewed and/or employment may be terminated.

In addition, I certify that the information provided in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of employment.

I am aware that any offer of employment is conditional upon the completion of the working with children background check process and a satisfactory assessment.

I understand that if further medical information is required I may be asked to give written authorisation for the Catholic Schools Office Diocese of Armidale to seek relevant medical information. I acknowledge that any willful suppression or inaccuracies may result in non-acceptance of this application and/or termination of employment.

I am aware that I may be required to undergo a medical examination by a practitioner nominated by the employer prior to being offered employment. If this is requested and it is determined that I do not meet the requirements of the position on medical grounds, then the appointment may not proceed.

I understand that the Catholic Schools Office reserves the right to contact any previous employer other than the nominated referees provided.

I certify the accuracy of the information provided with this application. I have no objections to any past or current referees being required to furnish a confidential report on my performance. I am aware that background checking processes will be conducted and the existence of a criminal record or other relevant record may affect my employment prospects.

I declare that the information contained in this application and any other documents(s) provided in support of it is true and correct in every respect.

I agree to support the philosophy, policies, practices and procedures of the Diocese of Armidale.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🖉** | Applicant signature: |       | Date: |       |