



**Nowra
Christian
School**
Grow up into Christ

APPLICATION PACK

Executive Assistant to the Principal

Application Pack

This application pack contains all the information you will require to complete your application for the above position. The application pack includes:

- How to apply information
- The job advertisement
- Executive Assistant to the Principal Position Description
- Nowra Christian School's Purpose Statement
- Nowra Christian School's Statement of Faith



How to apply:

Before completing the [online application form](#) on our website, please ensure you have gathered the documents/information required as part of the application form.

These include:

- A cover letter addressing the essential selection criteria as outlined in the job advertisement
- A personal resume (pdf, doc or docx files only)
- Reference details from the Minister of your church
- Details of your current First Aid Certificate (if you have one)
- Your current Working With Children Check approval number and expiry date

There are also several questions on the application form which you may want to prepare before starting the online form, these include:

- In what capacities do you serve your church? (up to 300 words)
- A description of your Christian conversion and experience. (up to 300 words)
- What is your definition of a Christian? (up to 150 words)
- What attracts you to this position? (up to 200 words)

All enquiries relating to the position should be directed to the Principal's EA, Mrs Gail Bate on 02 4422 1199 or gailbate@ncs.nsw.edu.au.

Only applicants who complete the official online school application form will be considered.



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EXECUTIVE ASSISTANT TO THE PRINCIPAL

A **key role** in contributing to the **efficient management and operation** of the Principal's Office.

- Would suit a candidate with previous personal assistant or office management experience
- Monday - Friday (8am-4pm) during school terms, commencing on 10 June 2024.
- Supportive and collaborative work environment

SELECTION CRITERIA

- Has a strong Christian faith and is an active member of a local Protestant church
- Confident in working autonomously and in a team setting to produce quality outcomes
- Demonstrates a clear sense of initiative and personal accountability
- Exemplary interpersonal skills including negotiation, influencing, conflict resolution and active listening
- Strong verbal and written communication skills, high level of attention to detail and excellent interpersonal skills
- Strong problem-solving skills
- Excellent planning and organisational skills
- Ability to use tact, discretion and confidentiality at all levels of contact with community and staff
- Confidence in assisting leadership staff and in managing sensitive information
- Proficient in the use of Microsoft Office and Google Suite, with commitment to a high level of accuracy

MANDATORY REQUIREMENTS

- Reference from current Protestant church minister
- Completion of the school's online application form
- Current NSW Working With Children Check approval number



APPLY NOW!

For more information, position description and/ or to apply visit www.ncs.nsw.edu.au/jobs

Applications Close :

Friday 5 April 2024 , 5pm

Suitable applicants may be interviewed prior to the above closing date. Only applicants who complete the official school online application form will be considered.

POSITION DETAILS

- Employer : Nowra Christian School
- Job Type : Full Time / Permanent
- Job Location : South Nowra, NSW
- Start Date : 10 June, 2024
- Enquiries: Gail Bate on 02 4422 1199

ABOUT US

We are a growing Christian, K-12 community of over 520 students, situated on the beautiful NSW South Coast. For over 44 years, Nowra Christian School has offered an excellent Christian schooling experience to families living in the Shoalhaven. We believe in providing a nurturing and Christ-centered environment where students can grow academically, spiritually, and emotionally.

The School is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the School is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the Staff Code of Conduct and the School's Child Protection Policy.



Position Description

The Executive Assistant plays a key role in contributing to the efficient management and operation of the Principal's office in the provision of a range administrative, governance and systems support to the Principal, members of the Senior Executive Team and the School Board.

Accountable to:

The Executive Assistant is responsible to the Principal for all day to day activities and is expected to work collaboratively with all members of our school community, particularly in conjunction with other Administration Office members to create a positive and harmonious team environment.

Personal attributes and qualifications:

- Committed Christian who is active in their local Protestant church and demonstrates a strong commitment to the ethos of Christian education
- Confident in working autonomously and in a team setting to produce quality outcomes
- Demonstrates a clear sense of initiative and personal accountability
- Exemplary interpersonal skills including negotiation, influencing, conflict resolution and active listening
- Strong verbal and written communication skills, high level of attention to detail and excellent interpersonal skills
- Strong problem-solving skills
- Excellent planning and organisational skills
- Ability to use tact, discretion and confidentiality at all levels of contact with community and staff
- Passionate about working in a collaborative work environment, developing positive relationships with colleagues and stakeholders to achieve shared goals
- Confidence in assisting leadership staff and in managing sensitive information
- Proficient in the use of Microsoft Office and Google Suite, with commitment to a high level of accuracy
- Current First Aid Certificate or willingness to obtain
- Show a genuine interest in the school, students and families within the school community



Key Responsibilities:

Administration

- Provide executive and administrative support and assistance to the Principal
- Work with discretion, diplomacy and confidentiality
- Manage the Principal's diary including scheduling/arranging meetings, booking meeting rooms, email management filing and records management
- Manage initial telephone enquiries and requests to the Principal and redirect where appropriate
- Manage day to day correspondence and preparation of letter, emails, reports, presentations and other material as required including those relating to Board matters and external authorities
- Organise catering for various meetings including Board and sub committee meetings
- Organise Principal attendance at local, interstate and overseas conferences including registration, travel and any visa requirements
- Liaise promptly and efficiently with external organisations as required
- Willingness to undertake other duties as reasonably requested by the Principal

Communication

- Keep up to date on what is happening around the school
- Communicate effectively and create strong professional relationships with leadership, teaching, administrative and support services staff

Work Health and Safety and Injury Management

- Maintain a clean and safe working environment while complying with all Nowra Christian School safety policies and procedures

Child Protection

- Maintain the school's register of Working with Children Check numbers, ensuring all staff have valid numbers
- Be aware of Nowra Christian School's policies and procedures in relation to Child Protection
- Be aware of current legislation in relation to Child Protection
- Attend child protection training
- Hold a current Working with Children Check (WWC) number

Our Community

- Participate in and assist with the running of NCS community events
- Participate in staff devotions and staff conference weeks



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Additional Information

This position is full-time and may be required to work for some of the time during school holidays. The incumbent may also be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the school day or when students are in attendance.



Our Purpose Statement

Nowra Christian School partners with families in equipping students for life through the provision of quality, Christ-centred education, founded on Biblical values.

We pursue our purpose from a Biblical base by aiming:-

In Personal Christian Life:

- To start and end with knowing God in all endeavours.
- To live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- To nurture and encourage students into a reconciled relationship with God through Christ.

In the Process of Christian Education:

- To encourage and train students into a love of learning.
- To equip students' minds to understand God's perspective in all areas of learning.
- To help each child and young person address his or her God-given potential, by providing appropriate educational opportunities according to each one's abilities.
- To fulfil all Government requirements to ensure that we remain an accredited educational institution.

In Christian Community Life:

- To create safe relationships through being just and fair according to Biblical principles.
- To be compassionate and merciful as God is to us.
- To nurture and train students to accept personal responsibility for themselves and to act within an ethos of service towards others.
- To staff the school with people committed to living worshipfully under God.
- To develop community life with the school, promoting K-12 unity throughout the school.

In Striving for Excellence:

- To encourage students to accept the Biblical principle of stewardship in relation to their gifts.
- To encourage and train students in academic growth, rigour and excellence.
- To encourage and provide for staff in their Christian growth and professional development.

Preamble:

All members of staff must be supportive of the school's statement of faith and professional code of conduct. Within the distinctively Christian model of education at Nowra Christian School, staff must be committed to providing biblically based educational opportunities for students.



Our Values

We believe all students have the right to feel safe, supported and respected at all times.

We have identified three key core values as representing the essence of our school: 'community', 'care' and 'character'.

Community

- We value the diversity of our community.
- We appreciate that our NCS community is made up of staff, students, their extended families, their church families and our alumni students.
- We foster a close-knit Christian community where Christ's love is shared and every member feels valued.
- We have a responsibility to shine Christ's love into our wider community both on a local and global scale.

Care

- We treat others with care and consideration.
- We care for each student on an individual basis and develop a desire in every student to care for those around them.
- We care for God's creation and the resources He has blessed our school with.
- We take care and pride in our schoolwork and always strive to do our personal best.

Character

- We desire our students to be known for their outstanding Christian character - the 'NCS difference'.
- We expect our students to 'Choose Respect' by being kind and considerate of others, by respecting those in authority and by respecting our school and its Christian foundations.
- We encourage students to love and honour God in all they think, do and say.



Our Statement of Faith

We believe that it is important that all members of our school community know what we believe about God and His Word and world, and will therefore be communicating to the students. These fundamental beliefs are expressed in the school's Statement of Faith.

The Statement of Faith of Nowra Christian School is as follows:

God

- There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.
- God created all things of His own sovereign will, and by His Word they are sustained and controlled.
- God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care.
- The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of a virgin, truly God and truly man. He lived a sinless life and died in our place. He was buried, rose from the dead in bodily form and ascended to heaven. Jesus is King of the universe and Head of the Church, His people whom He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.
- The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them to serve the Lord.

The Bible

- The Bible, which is comprised of the books of the Old and New Testament, is the inspired, inerrant and infallible Word of God, and the only absolute guide for all faith and conduct. It is indispensable and determinative for our knowledge of God, of ourselves and of the rest of creation.

God's World

- Adam and Eve, the parents of all humanity were created in the image of God to worship their Creator by loving and serving Him, and by exercising dominion under God's rule by inhabiting, possessing, ruling, caring for and enjoying God's creation. Consequently the purpose of human existence is to glorify God and enjoy Him forever.
- Sin entered the world through Adam's disobedience, because of which all people are alienated from God and each other and, as a result, they and all creation are under God's judgement.
- All people have sinned and, if outside of Christ, are in a fallen, sinful, lost condition, helpless to save themselves, under God's condemnation and blind to life's true meaning and purpose.
- God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.
- Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the sinless One, He took upon Himself the just punishment for our sins.
- Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.
- Out of gratitude for God's grace and in dependence on the Holy Spirit, God's people are called to live lives worthy of their calling in love and unity and in obedience to God in all spheres of life. They are responsible to ensure that the gospel is faithfully proclaimed. Christian parents are required to bring their children up in the discipline and instruction of the Lord and to diligently teach them the truth of God's Word.



Life & Conduct Policy

Nowra Christian School is a Christian learning community. As a Christian community, it seeks to maintain itself by fostering those ideals and standards that are consistent with a Christian worldview. These ideals and standards are broadly moral; they would be characteristic of any community that was self-consciously Christian. This document is an attempt to specify those ideals and standards in accordance with the Statement of Doctrines and Beliefs of the School.

This Life and Conduct Policy at Nowra Christian School seeks to set forth:

- a. **Assumptions and Principles:** those assumptions and principles that should guide the conduct of responsible Christians that are foundational as Nowra Christian School strives to maintain its identity as a Christian learning community.
- b. **Behavioural Standards:** In light of the above assumptions and biblical principles of Christian conduct, the specific expectations that seem most likely to require explicit statement in a community such as Nowra Christian School and are established for students, parents and staff of Nowra Christian School.

Assumptions and Principles

Basic Assumptions—Nowra Christian School strives to maintain its identity as a Christian learning community. The School expects that all members of the School community will accept that the School:

- a. recognises the Bible to be the Word of God and hence fully authoritative in matters of faith and conduct,
- b. has a sincere desire for that commitment to mature both in insight and behaviour, and
- c. understands that all Board members, staff and those in leadership roles will call themselves Christian by virtue of the grace of God and their personal commitment to Jesus Christ.

Biblical Principles—The community recognises that biblical principles are foundational for corporate life and individual behaviour. Those principles that seem most pertinent are the following:

- d. Life within a Christian community must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognising the Lordship of Christ in every activity (Matthew 22:36–38, 1 Corinthians 10:31, Colossians 3:9, 10, 17).
- e. Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5, 2 Corinthians 5:10).
- f. Consistent with the example and command of Jesus Christ, love and justice must be the determinative factors in the relationships of Christians with others (John 15:12–17, I John 4:7–12).



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- g. Christians bear responsibility for service to others. They are responsible to serve their neighbours and be involved in the process of alleviating such pressing worldwide problems as poverty, hunger, disease, illiteracy and racism (Matthew 7:12, 25:31–46, Galatians 5:14, 6:10).
- h. The actions of Christians within a community are not solely a private matter. Accordingly members of the Nowra Christian School community must hold their neighbours accountable for the implications of their conduct when it directly affects the welfare of the wider School community (Matthew 18:15–17).
- i. The community collectively, and members individually, are responsible for the effective stewardship of abilities, opportunities and institutional resources (Luke 19:11–27, Corinthians 4:2).
- j. Attaining common goals and ensuring orderly community life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ we are called to practise forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community (I Corinthians 8:9–13, 9:19–23, 10:23–33).
- k. Certain actions are expressly prohibited in Scripture and are, therefore, wrong. Christians are responsible to avoid those practices that are called sinful in Scripture. Similarly, Scripture commends some actions that are, therefore, right. There are other actions that are matters of individual conviction based on the given situation. In this latter area, care must be exercised so as not to judge one another or to cause another to stumble or ourselves to fall (Matthew 7:1, Romans 14:1–23).
- l. Christians are not asked to live the Christian life simply on the basis of their own moral character and strength. God has provided the authoritative Word of Holy Scripture, the guiding power of the indwelling Holy Spirit and the counsel of the church - the body of believers both past and present. Christians are expected to study and obey the Scriptures, to cultivate a heart attitude that allows for the guidance of the indwelling Holy Spirit and to give serious consideration to the counsel of the people of God (II Timothy 3:16, II Peter 1:19–21, I John 2:27, I Peter 5:1–6).
- m. Important to an understanding of all behavioural standards is the obligation of Christians to separate themselves from worldliness (Romans 12:2, I John 2:15). Worldliness is a subtle issue involving uncritical conformity to the prevailing spirit of the age. One's disposition concerning such matters as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

General Principles—We acknowledge that it is impossible to create a community whose behavioural norms will be totally acceptable to every Christian. Nonetheless, we believe it is imperative for us to specify certain behavioural patterns that must be sustained in order that the objectives of the School



can be met. Therefore, it is assumed that individuals who have voluntarily joined the Christian learning community at Nowra Christian School and are striving to exhibit the behavioural characteristic of a mature person of their age will:

- a. understand that they have become part of an evangelical Christian tradition, that is to be respected and valued, but which is continuously subject to review and evaluation. They also have freedom to offer constructive criticism of this tradition,
- b. explore the broad range of human opinion and ideas without necessarily engaging in the whole range of human behaviour,
- c. strive to exemplify those positive elements of Christian behaviour that are taught in Scripture (Romans 12:6–21, Galatians 5:22, 23, Colossians 3:12–17, II Peter 1:5–9),
- d. be concerned about the welfare of other individuals within the community and of the community as a whole,
- e. assume responsibility for their own behaviour as it reflects upon their Lord, their community and themselves, particularly in the area of personal freedom, where discretion, moderation and restraint must be practiced, and
- f. continually assess themselves, their personal growth and their place within the community.

Behavioural Standards

In light of the above assumptions and biblical principles of Christian conduct, the specific expectations that follow are established for Board members, staff and other leaders within the Nowra Christian School. These expectations will also underpin the teaching program for students within the School in an age-appropriate form.

It will be noted that these behavioural standards distinguish between practices governed by Scripture and practices governed by consent of the community for its common good. The latter, that are established to enhance the quality of community living, are not to be confused with specific God-given directives, that are required of all Christians.

Practices governed by Scripture—The following behavioural expectations are binding on the Board, staff and leaders within the Nowra Christian School community:

- a. Members of the community will live in moderation and with concerns for the poor and marginalised of the community (Micah 6:8, Matthew 25: 31 – 46).
- b. Those words and actions that are expressly forbidden in Scripture, including but not limited to blasphemy, profanity, dishonesty, theft, drunkenness, sexual relations outside marriage, such relations are to be relations between a man and a woman, will not be accepted, either on or off campus.



- c. Members of the community will strive to overcome pride, covetousness, jealousy, lust, immodesty, as all are destructive to the unity of the Body of Christ. Instead, each member of the community will enable and help others to nurture the fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- d. Recognising the Christian obligation to submit to governing authorities (Romans 13:1, I Peter 2:13), individuals related to Nowra Christian School are expected to uphold the laws of the local community, the State or Territory and Commonwealth in accordance with the teaching and principles of Scripture.

Practices governed by consent of the community for its common good—In addition to behavioural obligations set forth in Scripture, Board members, staff and other leaders within this community choose to impose upon themselves the following rules for behaviour out of the conviction that they serve both the long-range interests of this institution and the immediate good of its individual members. Violations, therefore, must be regarded as serious breaches of integrity with this community to which each member has voluntarily chosen to associate:

- a. The principle of resting one day in seven was instituted by God for the benefit of the creatures made in God's image. Because Jesus declared Himself to be Lord of the Sabbath and because the Church celebrates His resurrection on Sunday, the School will avoid business as usual on Sunday, particularly in terms of scheduling events and the use of facilities during the Sunday morning worship hours, unless necessary. Likewise the School will not promote community activities that would clash with Sunday morning worship hours.
- b. The School is smoke-free. Members of the community will not use tobacco products on campus, on adjacent properties or while attending School- related events or on School-related business. This standard is in keeping with the findings of medical authorities concerning the danger to one's health in the use of tobacco products. Further, it recognises that Christians are responsible to be stewards of their bodies and considerate of the rights of others.
- c. The School is alcohol-free. The consumption of alcohol is prohibited while attending School-related events, on or off campus where students are present. This position reflects the School's concern with the physical, social and personal effects of alcohol use and the growing body of knowledge about the detrimental effects of alcohol on brain development for children and adolescents. At no time will the illegal use or abuse of alcohol be tolerated by members of the community. The Board, staff and parents will demonstrate responsible use of alcohol at any events where no students are present and alcohol is served.
- d. Members of the community are not to use or possess drugs illegally. This includes the use of those drugs prohibited by law and the abuse of those drugs controlled by law.