

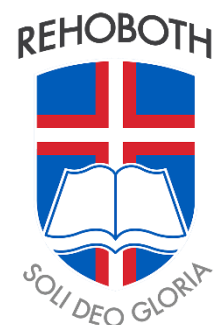


EXECUTIVE ASSISTANT
TO THE CEO AND FINANCE MANAGER

POSITION DESCRIPTION

REHOBOTH CHRISTIAN COLLEGE

IMAGE: PRIMARY 2022





OUR VISION

To engage the whole child to think, respond, and live with excellence for the glory of God alone.

OUR MISSION

Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

OUR PURPOSE

We believe that it is our purpose as educators and parents to orient our students Biblically toward the knowledge of God, the Gospel, humanity and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their spiritual, moral, academic, personal, and social growth), to inspire them to excel, to be intolerant of mediocrity, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking



POSITION DESCRIPTION – NON-TEACHING STAFF

Executive Assistant

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1. POSITION SUMMARY

Title: Executive Assistant

Responsible to: CEO

Campus: Business Office

FTE: School Hours Monday - Friday

Description: The Executive Assistant provides administrative and secretarial support to the CEO and Finance Manager. The Executive Assistants also provides integral support to proactively manage the day-to-day office priorities and commitment.

NB: This position will commence as soon as possible.

2. INTRODUCTION

Rehoboth Christian College seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible from the College website.

Founded in 1959, the Association for Christian Education opened Rehoboth Christian College in 1966 to serve Christian families through the provision of Christ-centred schooling. The Association is made up of members who elect a Board; the Board in turn has appointed a Chief Executive Officer to be its representative.

The Association currently operates three schools across two campuses in the southern suburbs of Perth. The campuses are located at Wilson (Kindergarten to Year 6) and Kenwick (Kindergarten to Year 12) with the Secondary School offering ATAR, Wholly School Assessed and Vocational pathways.

We view the Christian curriculum as a total package of all learning and shaping experiences in which our children are involved. It includes the work of the home, school, and church in a distinct three-way partnership. We encourage our



CREATION



FALL



REDEMPTION



RESTORATION

students to examine the world and their role in it from a Christian perspective. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more to comprise a holistic Christian worldview.



Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are an integral part of College life, and we aim to lead our students to a point where they personally desire to think with the mind of Christ.

Rehoboth has a justified reputation for developing and delivering a distinct Christ-centred education, and for encouraging and guiding students in discovering their individual gifting and the path God has prepared for them (Ephesians 2:8-10). It is therefore essential that management of the College be committed to providing Biblically based leadership in a manner consistent with the College's Christian values and ethos.

A whole-College approach, where students' educational journeys have a clear and purposeful K-12 plan, is integral to the College's educational philosophy. As such, the staff, leadership and management of the College ought to be conducted within the framework of "three schools, two campuses, one college". This model emphasises significant participation in the activities of the Senior Leadership Team, which is led by the CEO.

3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE

Rehoboth promotes a unified College, with a singular vision and mission. Educational programs are mirrored at both our Wilson and Kenwick campuses and staff are committed to whole-College planning across all aspects of teaching and learning.

3. STRATEGIC GOALS OF THE COLLEGE

As detailed in our **AXIOM23 Strategic Plan**, we plan to make four areas our priority over the period 2020-2023 (see sidebar). The College aims to employ teachers who can cogently demonstrate their alignment with these strategic goals and have experience with, or are determined to embrace, their implementation.

The College uses the SEQTA Learning Management

System. The incumbent will be required to use this application in various ways. Greater use of technology – for example, the use of SEQTA learn, flipped classroom lesson delivery, and use of cloud technologies – are now a growing feature of teaching and learning at the College.

Underpinning these priorities is our purpose at Rehoboth, to develop and deliver distinctly Christian educational programs. It follows that such an education should be shaping students of distinctly Christian character.

AXIOM23 STRATEGIC PRIORITIES

These are the initiatives we believe are best suited to drive the change necessary to achieve the vision for the Rehoboth of 2023. Each is driven by Rehoboth's Christian ethos and shaped by our Christian heritage.

1. *Thinking Christianly: Biblical Literacy as Curriculum Foundation*
2. *Teaching Christianly: Re-Orienting Pedagogy and Classroom Practice*
3. *Responding Christianly: Discovering Gifting and Calling*
4. *Living Christianly: Student Care, Development, and Preparation*

Our call to students, therefore, is to be distinct – to develop and deepen their Christian identity and character during their time at Rehoboth. It is a call for students to engage with and take responsibility for their learning, to use the opportunities presented to them to discover the gifts and calling God has placed on their lives, to see Christ as worthy of their best, and to take their place as young men and women of outstanding character and citizenship.

It has always been our goal that students would graduate with a distinctly ‘Rehoboth’ character, one that considers the whole child’s spiritual, emotional, social, and physical development without compromising on academic rigour. At the same time, we recognise that each student is unique and will excel in some areas of the Learner Profile over others; this is the nature of the gifts and talents God has bestowed on them. Our aim is to nurture the five areas that are fundamental to the development of the whole child in age-appropriate ways according to their abilities, gifting, and calling.

Here are the characteristics we seek to develop in our students:



4. SELECTION CRITERIA

Essential criteria for the successful applicant:

- a) Demonstrated organisation skills with an ability to prioritise multiple tasks seamlessly;
- b) Exercise a high degree of discretion and confidentiality;



- c) Motivated self-starter who has a high attention to detail and pragmatic approach to work;
- d) Advanced skills in Microsoft Office 365, specifically Word, PowerPoint, Excel, and SharePoint;
- e) Demonstrated ability to build strong working relationships, possess communication and interpersonal skills;
- f) Ability to use initiative and work autonomously as required;
- g) Driver's license and own reliable vehicle; and
- h) A team player who is happy to assist with matters as required.

5. GENERAL EXPECTATIONS

An Executive Assistant should be an active committed Christian, preferably of the conservative evangelical and reformed persuasion. They will be actively involved in the life of the church and possess excellent communication and leadership qualities.

At Rehoboth, an Executive Assistant should:

- a) display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of the church;
- b) hold a valid Working with Children Check (WWCC) and current Department of Education National Police History Check;
- c) be actively involved in the general life of the College, where appropriate;
- d) support the policies, aims, and strategic planning goals of the Board of the Association for Christian Education (ACE);
- e) be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith;
- f) demonstrate in all dealings with students a support of College rules and procedures;



- g) be punctual for all rostered days of work;
- h) where appropriate, attend: staff devotions, staff prayer meetings, staff meetings, assemblies, ACE meetings (such as the March and October General Meetings), graduation/award nights, concerts, and other key activities and events on the College calendar;
- i) carry out extra duties as required by the CEO from time to time;
- j) adhere to the specific requirements of a department within the College, or of the College in general;
- k) dress to an exemplary standard suited to the profession.

This position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

6. ROLE DESCRIPTION

At Rehoboth, the Executive Assistant will be required to provide support to the CEO and Finance Manager by:

- a) Providing secretarial support for the CEO and Finance Manager, including:
 - i. management of calendars and appointments;
 - ii. screening and directing phone calls,
 - iii. preparation of correspondence and other communications;
 - iv. catering for events as directed;
 - v. scheduling and organising meetings, bookings, appointments, and related arrangements.
- b) coordination of College events including arranging catering, organising set up, coordinating with presenters and drafting agendas;
- c) office management duties including organising and coordinating office operations and procedures such as purchasing of office equipment and supplies;
- d) managing and booking travel arrangements for the Senior Leadership Team and Board such as flights, visas, accommodation, conference tickets, and transport such as hire cars;
- e) liaising with Senior Leadership Team and broader senior staff;



- f) liaising between CEO and national bodies such as Christian Education National (CEN) and the Association of Independent Schools of Western Australia (AISWA);
- g) ad hoc projects as directed by the CEO or Finance Manager.

7. INTERPERSONAL RELATIONSHIPS

At Rehoboth, the Executive Assistant should:

- a) seek to establish a rapport with staff, students and parents;
- b) communicate with students, parents and staff in a clear, respectful, and professional manner that models Christ-like behaviour and seeks a similar response;
- c) maintain professional confidentiality regarding information about students and staff;
- d) complement the various teams of teaching and non-teaching staff operating within the College;
- e) participate in staff social functions as appropriate.

8. GENERAL TERMS AND CONDITIONS

General Terms and Conditions are available under a separate cover.

9. INTELLECTUAL PROPERTY

- a) **Intellectual Property** means the legal and moral rights that come into being with the creation of materials, resources, or other works and covers copyright, patents, trademarks etc. Examples of materials or resources created and developed by an Employee that are classified as intellectual property included, but are not limited to:
 - i. teaching aids, materials, or resources;
 - ii. ACE-specific curriculum and Christian worldview content;
 - iii. website and software development;
 - iv. educational programs;
 - v. assessments; and
 - vi. policies, plans, guidelines, work, research, and reports.



- b) All Intellectual Property rights with respect to any materials created and developed by the Employee during or after work hours for ACE or using the resources of ACE remain the sole property of ACE.
- c) Employees are required to protect and preserve the Intellectual Property rights of ACE and to not share any materials created or developed or receive any payment from a third party for such materials.
- d) The College demonstrates ownership of its Intellectual Property by:
 - i. the inclusion of the College logo;
 - ii. a copyright statement (normally located in the footer of the document).
- e) Any materials or resources prepared for ACE by an external source which has been purchased or granted to ACE is the sole property of ACE unless stated otherwise.
- f) Employees must ensure that all Intellectual Property created for ACE adhere to the rights of others.
- g) ACE cannot give away or assign its Intellectual Property without the approval of the Chief Executive Officer.
- h) ACE Intellectual Property is not to be used for private purposes without obtaining written permission from the CEO.

10. CRIMINAL HISTORY AND WORKING WITH CHILDREN CHECK

The incumbent will be responsible for providing a National Police History Check which is no more than three months old. This must be obtained using the Department of Education and Training application form. Only a clearance obtained from the Department will be accepted. No other State or Federal clearance will be accepted. The form can be obtained from the Department's website: <http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/>

The incumbent will also be responsible for providing a valid Working with Children Check. This must be obtained from an Australia Post outlet, the Business Office or online. More information can be found at the WWCC website: <http://www.checkwwc.wa.gov.au/checkwwc>.

11. HEALTH

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied.



12. RIGHT TO WORK IN AUSTRALIA

Applicants must show proof that they are legally entitled to be employed in Australia by providing an Australian passport, Australian Citizenship Certificate, or a Permanent Residency Visa.

13. PERFORMANCE EVALUATION

Rehoboth Christian College has a firm commitment to performance evaluation of its personnel, whatever their category and level, through the medium of a formalised system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving the goals of the Association. It is envisaged that a performance evaluation will be undertaken each semester.

14. APPOINTMENT AND COMMENCEMENT

The successful applicant will be able to commence duties as soon as possible. A contract will be negotiated with the successful applicant. The contract will be subject to the normal probationary period.

15. APPLICATIONS AND CLOSING DATE

Applications should be addressed to:

Mrs Tania Potter
Finance Officer

Applications must be completed through our website via the Non-Teaching Staff Application link below and must include the following:

A comprehensive resume

A letter of reference from your church pastor/minister

A copy of your degree, certificates, WWCC, and Police Clearance from the Department of Education and Training

Should you have any further questions please do not hesitate to contact the Business Office on 08 9274 9910 or hr@rehoboth.wa.edu.au.



The closing date for applications is Friday 30 June 2023.

16. ACKNOWLEDGEMENT

I have been provided with a copy of this Position Description:

DATE

NAME

SIGNATURE