



WELLINGTON
CHRISTIAN SCHOOL
IN CHRIST - WISDOM AND UNDERSTANDING

Support Staff

Information Pack

November 2021



Wellington Christian School

Wellington Christian School is situated at the foot of Mt Arthur, not far from the junction of the Bell and Macquarie Rivers on Wiradyuri country in the small town of Wellington.

Our beautiful school, with its gorgeous green playground, allows our students to connect with nature and be aware of our God, the Creator, and His good design wherever they look. Our school environment provides a safe place for students to take risks, problem solve and delight in being children. It is here that our students flourish and discover who they are created to be. With our focus always on Jesus; student wellbeing, relationships and belonging are deeply embedded in all we do.

WCS was founded by local Christian parents in 1982 to support families in raising their children by providing a distinctive education where all teaching and learning is underpinned by a Christian worldview. Ever since those early days the same dedication to partnering with parents remains, as does the same deeply transformative style of education. Our staff are committed to nurturing the strong community that has been built over many years, and we have seen God's blessing for many families over the past four decades.

WCS is an open enrolment school where all children learn that they have been created by a loving God for a purpose. Students are treated as equally gifted and important members of our community so that they learn about their place in God's Kingdom from an early age. For some students this reinforces what they learned in the home. For others it is their first experience of hearing that God loves them and has a plan for their lives.

Staff at WCS demonstrate their faith through every aspect of their professional role as well as their commitment to one another as members of the body of Christ. The team at WCS works together, supporting one another and spurring one another on toward love and good deeds. We acknowledge that teaching is a calling and that we need one another to flourish.



Wellington Christian School is governed by an overarching company, Berakah Christian Education Ltd. (BCE). BCE operates Dubbo Christian School, Wellington Christian School (WCS) and Dubbo Christian Preschool (DCP). The BCE vision is "In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ".

The successful applicant will work in this context, successfully liaising and working with the staff of DCS and DCP in a variety of ways to further the goals of BCE.

The Mission of Wellington Christian School

The Mission of Wellington Christian School guides all strategic planning, as in any school, but it goes far deeper than that.

Led by Christ, to provide a thorough and responsive education towards authentically developing people of faith, character, and transformation.

The day to day outworking of our calling to work at WCS is to consistently be led by Jesus in the ways we respond to the needs of our students and each other. As a result, our students are able to come to know the real person of Jesus. We delight in seeing the transformative power God has in the lives of our students and parents. Our core values: Authentic, Responsive, Transformational define and guide the way we faithfully serve our students and their families.



Position Description

Please find enclosed with this package a duty statement for this position.

Position Requirements

- **The successful applicant will:**
- have a current valid Working With Children Check (or equivalent in their current jurisdiction)
- be an active and passionate Christian, able to accept and live out the WCS Statement of Faith
- have demonstrated understanding of the principles of quality customer service, courtesy and professionalism
- an ability to organise and prioritise workloads and tasks to meet deadlines with little to no supervision
- a high level of interpersonal and communication skills, both written and verbal
- have demonstrated capacity to work in a team environment in a Christian school context
- be able to support the mission of the school to provide care and assistance to students
- demonstrate an understanding and commitment to staff and student welfare issues
- be an effective team member, able to both accept and provide direction and support



Application Process

Applications for the position of School Office Manager should be made through the submission of an Application Form (Support Staff) (found on the WCS website under Employment). In addition to the Application Form's required attachments, applicants are also to provide a cover letter and curriculum vitae with their submission. Applications should be e-mailed to:

jo.blatch@wellingtoncs.edu.au

Selection Timeline

Applications close on 9:00 am on Friday 10 January 2021. A shortlist will be prepared and shortlisted, and candidates will be notified before 17 January 2021.

The successful applicant will commence employment on 24 January 2022.

Further information can be obtained by contacting the Principal, Jo Blatch, on (02) 6845 1999 or by e-mail at jo.blatch@wellingtoncs.edu.au.



