



Education Support Officer Application Guidelines

Selection Criteria

Essential

- A demonstrated understanding of the ethos of a Catholic school and its mission
- Must hold current First Aid qualification suitable for an education setting.
- A commitment to learning about and living out CBC's Learning Always values, that are contemporary, transformative, sustainable and (undertaken) together
- A demonstrated understanding of child safety and of appropriate behaviours when engaging with children, and be a suitable person to engage in child-connected work
- Ability to work as part of a team
- Excellent interpersonal and communication skills
- Advanced oral and written communication skills, including ability to communicate with children, parents and the school community
- Proven capacity to work independently
- Sound organisational skills including strong attention to detail
- Proven time-management skills
- Minute taking and document preparation experience
- Self-motivation
- Microsoft Office Suite skills, and the ability to readily adapt to new software applications

Preferable

- Experience in SIMON, Caremonkey and SAS2000 (transitioning to Synergetic in May) highly desirable

Eligibility

To apply for this position, you must:

- be eligible to work in Australia
- hold or be willing to acquire a valid employee Working with Children Check prior to employment
- be willing to undergo a National Police Check prior to employment
- hold a current First Aid qualification, or be willing to acquire the qualification

Interview

Once applications are short listed, you may be invited to attend an interview to discuss your application further. At this point you will be asked to complete an application form, which will be emailed to you, requesting the following data:

- Personal Details
- Qualifications (originals or certified copies of transcripts will be required at the interview)
- Photo ID (original will be required at the interview)
- A summary of the responsibilities and accountabilities of your current position
- Co-curricular involvement, interests and expertise
- A summary of your employment history (beginning with the most recent position)
- A summary of volunteer work in which you are involved, as well as all previous places of volunteer work where such work involved children
- A brief summary of professional learning activities
- Names, positions and contact details for three referees
- Declaration of truth, accuracy, and willingness to undergo background and suitability checks, including acknowledgement that CBC St Kilda reserves the right to contact your current employer.

How to Apply

When applying for the role of Education Support Officer please provide the following:

- A cover letter which includes brief details in support of your application and concise statements related to your experience that address the selection criteria. **No more than two pages in length**
- Your Curriculum Vitae including the names of three referees.

Prior to submitting your application, please view the *Role Description* on our website www.cbcstkilda.com under Our Identity | Employment.

If you believe you have the personal qualities and professional skills, qualifications and prior experience to be successful in this role, please email your application, along with the documents listed above to the Director of Staff, Maria Bleaser at applications@cbcstkilda.com

Closing: Applications for this position should be sent in as soon as possible as short listing of candidates and interviews will commence as applications are received.