



# POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

## College Classroom & Canteen Support Officer

Position Level	School Administrative Services Averaged - Level 3.1
Salary Range	\$54,807 (based on skills and experience)
Reports To	College Business Manager
Location	St John Paul II College, Nicholls ACT
Employment Type	Part-Time
Commencement Date:	27 January 2021
Employment Status	Temporary
Employment Term	(Averaged - School Terms Only)
Hours Per Fortnight	45

### Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

### Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>St John Paul II College is a welcoming and inclusive learning community where diversity is embraced and learning outcomes are maximised for each individual. The College is a flagship college of best practice in education for the Catholic community of the region: a unique, innovative educational environment where every student can flourish.</p> <p>St John Paul II College is a welcoming and inclusive learning community where diversity is embraced and learning outcomes are maximised for each individual. The College is a flagship college of best practice in education for the Catholic community of the region: a unique, innovative educational environment where every student can flourish.</p> <p>We are seeking someone with excellent communication and interpersonal skills. The successful applicant will have the ability to work independently to support a busy environment with many competing priorities.</p>
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Position Duties	<ul style="list-style-type: none"> <li>• Provide teacher support in regard to practical subjects.</li> <li>• This will include the organisation, preparation and cleaning up for Woodwork, Food Technology, Textiles and Art subjects; the ordering of consumable supplies and direct assistance in classrooms.</li> <li>• The College Canteen prepares and serves healthy non-processed food for the community and a kitchen garden has been established to service the canteen. Duties will include assisting with the preparation of food, service at Recess and Lunchtime and clean up after service.</li> </ul>
Skills, Attributes and Experience	<p><b>The successful applicant for the position will demonstrate:</b></p> <ol style="list-style-type: none"> <li>1. A commitment to Catholic values and the fostering of authentic relationships within the school community.</li> <li>2. Effective communication skills. A demonstrated ability to work under pressure and welldeveloped organisational and prioritisation skills. Ability to work independently as well as part of a team. Ability to take direction.</li> <li>3. Proficient computer skills with the Microsoft Office Suite and MAZE or equivalent records management system.</li> <li>4. Senior First Aid Qualifications with a capacity to offer support and assistance to students with a variety of medical needs.</li> <li>5. The capacity to physically manage equipment and consumables for practical classes. Experience in a commercial kitchen environment would be an advantage.</li> </ol>
Qualifications	Working with Vulnerable People (WWVP) registration

## Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

## Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

## Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)