

EMPLOYMENT OPPORTUNITY

OFFICE ADMINISTRATION & EVENTS TRAINEESHIP



- **1 Year Traineeship for 2022**
- **Will be required to complete Certificate 3 in Business or Events**

INTRODUCTION

HILLS is seeking applications for a Traineeship in Office Administration & Events commencing in Term 1 2022:

- whose personal Christian faith, is reflected in his/her daily living
- who can enhance our existing strong culture of community
- to work within a highly enthusiastic and supportive team
- who will support the Vision of the School as stated in the HILLS Constitution.

QUALIFICATIONS/PRE-REQUISITES

These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS (please provide copy with application):

- Current Working with Children's Check (WWCC)
(Please include SRN number on CV if applicable)
- Current Reporting to Abuse & Neglect Certificate (RAN-EC or RRHAN-EC)
- Current First Aid Certificate
- Current Driver's License

APPLICATION PROCESS

Please submit a one page covering letter, your Curriculum Vitae (CV) and a maximum two page document responding to the Key Selection Criteria outlined in the Role Description. Please include in your CV two professional referees and one personal referee who can comment about your Christian faith along with copies of the relevant qualifications/certificates.

Applications to be addressed to the Business Manager, Mr Chris Taylor and emailed to Principal's Assistant, Kirby Toma at ktoma@hccs.sa.edu.au

APPLICATIONS CLOSE: COB MONDAY 18TH OCTOBER 2021

Hills Christian Community School (HILLS) is a unique ELC - Year 12 school set in a wonderful natural environment and focused on nurturing young people to become outstanding members of our community. We provide a high quality educational program firmly based on Christian values. Located on 19 picturesque acres, HILLS is now an ELC to Year 12 non-denominational school with over 540 students.

Using the values promoted by The HILLS Way of Respect, Integrity, Courage, Empathy and Excellence, a safe and engaging learning environment has been developed that promotes curiosity, discovery, independence and fun.

HILLS strives to enable children to learn and grow to achieve their potential by providing an individualised and purposeful student-centred curriculum that inspires creative risk-takers and collaborative, entrepreneurial problem solvers who have a passion for lifelong learning and service to others.

Visit our website for more information.

www.hills.sa.edu.au

CLICK HERE FOR FULL ROLE DESCRIPTION & KEY SELECTION CRITERIA