

EMPLOYMENT OPPORTUNITY

OFFICE & ADMINISTRATION SUPPORT OFFICER



- **Temporary Part Time Position (approx 0.68 FTE) with view to extend to a Permanent Position in 2024**
- **30 hours per week during Term time + 1 week for orientation**
- **9am - 3:30pm Monday to Friday commencing 23rd January 2023**

ROLE PURPOSE

Hills Christian Community School is seeking an Office & Administration Support Officer to provide high quality administration in a professional and efficient manner, which will reflect the School's ethos and values.

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)
- Current Responding to Risks of Harm, Abuse & Neglect Certificate (RRHAN-EC)
- Current First Aid Certificate (HLTAID012 level preferred)
- Current Driver's Licence
- *HILLS requires disclosure of COVID-19 vaccination status for the purpose of Health & Safety requirements.*

APPLICATION PROCESS

Please submit a one page covering letter, your Curriculum Vitae (CV) and a maximum two page document outlining your suitability to the role as described 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 Principal, Mr Tony Fielke and emailed to Principal's Assistant, Kirby Toma at ktoma@hccs.sa.edu.au

Applications close: COB Monday 28th November 2022

[CLICK HERE FOR FULL ROLE DESCRIPTION, PRE-REQUISITES & KEY SELECTION CRITERIA.](#)

Hills Christian Community School is a unique co-educational, non-denominational Christian School located on over 19 acres of picturesque property at Verdun in the stunning Adelaide Hills. The School caters for around 500 students and in the last ten years has introduced an Early Learning Centre, a Year 7 Centre, nine acres of Nature Play and a brand new Year 8 – 12 Secondary campus to complement the outstanding Primary School.

With an impressive reputation for providing a broad range of ELC – Year 12 experiences, the School respects and nurtures the individual and promotes core Christian values, a love of learning and resilience in its students. HILLS is blessed to have attracted a top quality staff team who actively engage children with their learning.

