

ADMINISTRATION OFFICER APPLICATION

EMPLOYMENT INFORMATION PACK

Enclosed:

- ✓ Application for employment form
- ✓ Extract from Strategic Plan
 - Vision
 - Key commitments
 - Statement of Faith

Application Requirements

Applications should include:

- ✓ Completed application form
- ✓ A detailed curriculum vitae
- ✓ Names & addresses, including telephone numbers, of at least four referees:
 - One referee should be the pastor or minister of the church currently attended by the applicant.
 - One should be a recent Director/Coordinator or Supervisor.

Applications can be emailed, posted or hand delivered to:

**Human Resources Department
Wagga Wagga Christian College
Locked Bag 7
WAGGA WAGGA NSW 2650**

Email: m.hubbard@wwcc.nsw.edu.au
Website: www.waggachristian.nsw.edu.au
Telephone: (02) 6923 8888
Fax: (02) 6923 8800

Applications are to be marked "**Confidential**"
and must arrive no later the Sunday 16 February 2025

EDUCATIONAL RECORD

Secondary Education

Highest Qualification: _____

Year of Qualification: _____ School _____

Subjects & Results: _____

Tertiary Education

Highest Qualification: _____

Year of Qualification: _____ Institution _____

Subjects & Results: _____

EMPLOYMENT HISTORY

(Please ensure all periods are documented – where appropriate, parenting; travel overseas etc should be shown)

Date from	Date to	Position	Employer	Roles and Responsibilities

QUALIFICATIONS

Please include First Aid, WHS, Childcare, etc.

Character References (please include one from your current Minister/Pastor/Priest)

Name	Title/Organisation	Work Telephone	Home Telephone

Professional Referees

Name	Title/Organisation	Work Telephone	Home Telephone

Previous Manager/Supervisor

Name	Title/Organisation	Work Telephone	Home Telephone

Attachments

- A copy of **References** enclosed
- A copy of **Education and/or Tertiary Qualifications** enclosed
- A copy of **Statement of service** from former positions enclosed
- A copy of other qualifications (First Aid etc)
- Working with Children Check** – www.kidsguardian.nsw.gov.au

I am aware that this position is subject to the terms of the Child Protection (Prohibited Employment) Act 1998 and I am able to provide a satisfactory disclosure declaration as required by the Act.

All applicants must now complete the Working with Children Declaration & Check directly on the website: www.kidsguardian.nsw.gov. Once you have submitted the form, you will receive an application number, this number together with your ID must be taken to the RMS to be submitted.

Original documents will be produced on request.

I believe the details provided in this application are true and correct.

Applicant Name

Signature

____ / ____ /2023
Date



Vision

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.

The vision involves:

- Providing **curriculum** and its **delivery** that reflects a biblical worldview.
- Being a **vibrant caring community** of parents, students, alumni, staff, and friends of the College who contribute to its life and ethos.
- **Impacting Wagga Wagga** and district through service, education and outreach opportunities.
- **Enhancing partnerships** with local & regional Christian parents, Churches and Schools.
- **Achieving and celebrating excellence and potential** for the whole College community in spiritual, educational, cultural and sporting outcomes as we bring Christ to all of life.
- Implementing **sustainable stewardship practices** in the following areas:
 - Financial management
 - Workloads
 - Resources
 - Growth
 - Human Resources management

“We want a community that not only believes in the Bible as God’s good news story but also seeks to live out this gospel as recipients of God’s grace and obedient servants to our Lord Jesus Christ. We are dedicated to excellence in Christian education that develops students as ‘whole’ people”



Key Commitments

The governance and management of Wagga Wagga Christian College needs to reflect the following four key commitments:

- Being Christ-centered
- Enjoying Community
- Providing Curriculum
- Actively Caring for and Developing Resources

As each part of the College Community is committed to and focused on achieving the vision and objectives of each quadrant, our mission will be strengthened.

“Being Christ-centered”	“Enjoying Community”
<p>Vision: To have Christ permeate all that we are and all that we do.</p> <p>Objective: To develop understanding and practices that are grounded in a Biblical worldview and result in faithfulness to Christ.</p>	<p>Vision: To become a vibrant caring community [parents, staff, students, alumni, friends] partnering one another in the education of students.</p> <p>Objective: To build strong and healthy relationships through improved communication; strategic alliances; and servanthood that assists us in achieving our purpose.</p>
“Providing Curriculum”	“Actively Caring for and Developing Resources”
<p>Vision: To ensure all learning and teaching reflects a Biblical worldview with a commitment to excellence and that meets BOS requirements.</p> <p>Objective: To provide curriculum to students and training for staff that impacts the whole person producing:</p> <ul style="list-style-type: none"> • excellent lifelong learners • personal and spiritual growth • Servant leadership. 	<p>Vision: To achieve sustainable stewardship practices in all facets of College life.</p> <p>Objective: To research and implement practices that address:</p> <ul style="list-style-type: none"> • workload pressures • financial viability and management • acquiring and maintaining resources.



Statement of Faith

Preamble	This <i>Statement of Faith</i> outlines what we believe as we engage in the task of Christian education. This is the faith on which our school was founded. This is who we are; this is what we promote, practise and teach.
An Open Enrolment Clause	As an open enrolment school, we recognise that our student and parent community include a variety of faith and lifestyle beliefs. All are welcome in our school. Nevertheless, it is important when joining the school community, that families understand what the school promotes, practises and teaches. We recognise the right of parents and students to hold different positions on lifestyle or faith as private matters.
God	<p>There is one God, and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons – Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good. God created all things, visible and invisible, from His own sovereign will, and by His Word they are sustained.¹</p> <p>The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of the virgin Mary, truly God and truly human. He lived a sinless life and died for our sins. He was buried, rose from the dead in bodily form and ascended into heaven. Jesus is King of the universe and Head of the Church - His people whom He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.²</p> <p>The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new, sanctified life bringing forth His fruit in the lives of believers. He gifts believers according to His sovereign will, enabling them to serve God.³</p>
The Bible	The Bible, also known as the Holy Scriptures, is the divinely inspired, authoritative, infallible written Word of God. The Bible is necessary and sufficient for our knowledge of God, of ourselves and the rest of creation, including education. ⁴

¹ Gen. 1, Deut. 6:4, Matt. 28:19, Mark 12:29, John 14:8–18, Col. 1:15–20

² Isa. 53, John 1:1–14, Luke 1 & 2, Acts 1: 1–11, 1 Cor. 15:3–5, 1 Cor. 15:24–26, Col. 1:15–20, Heb. 1:1–4, Rev. 20:11–21:8

³ 2 Cor. 3:7–18, John 14:16–18, John 15:26, 1 Cor. 12:3, Titus 3:3–8

⁴ Deut. 10:12–13, 2 Tim. 3:16–17, 2 Peter 1:19–21

<p>Life before God</p>	<p>[The Bible teaches] In the beginning, God created humanity, both male and female, in the persons of Adam and Eve, in His own image. God established marriage as a union for life between a man and a woman, to the exclusion of all others, for companionship and intimacy, and as the rightful place for sexual activity and procreation. As God's image-bearers, humans were created to live in relationship with our Creator, to love, serve, worship and enjoy Him forever as they faithfully exercise dominion, under God, through possessing, caring for and enjoying God's creation.⁵</p> <p>All of human life is grounded in faith commitments. It is unfolded either as service to God or of a substitute for God. Sin alienates us from God and each other. All have sinned, have fallen short of the standards of God, and are under God's judgement. God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability. Salvation from the penalty of sin can only be found through our Lord Jesus Christ, through repentance from sin and faith in His substitutionary, atoning death and resurrection. ⁶</p>
<p>A Christian</p>	<p>A Christian is someone who responds to God's grace, accepts God's call to acknowledge and follow Jesus Christ as Lord. Christians seek to live authentic biblically grounded lives in community with other believers, dependent on the Holy Spirit, and across all spheres of life, including education.⁷</p>
<p>Christian Schools</p>	<p>Christian schools partner with families in teaching children that the world and everything in it belong to God. Christian schools weave this understanding all through their curriculum and in their everyday practices.⁸</p> <p>God wants His family to protect and nurture every person as an individual who has dignity and worth from before they are born. He wants His people to work for justice in every society and to protect and care for His creation. He wants us to love others as He loves them.⁹</p> <p>This is God's world and Jesus Christ is at the heart of all things. Jesus is the ruler and King of everything we do. He is Lord in our schools, in our homes, in our lives and in our hearts. Everything we do can be done with thanks for everything God has given us as an act of worship to Him.¹⁰</p>

⁵ Gen. 1:27–28, Gen. 2:15, Gen. 3:16–20, Matt. 19:4–6

⁶ Rom. 1:18–20, Rom. 3:22–24, Rom. 6:23, Rom. 12

⁷ John 14:16–18, John 15:26, Rom. 6:23, Rom. 12, Titus 3:3–8, 1 Peter 2:21

⁸ Deut. 6:6–7, Deut. 10:14, Ps. 24:1, Eph. 6:4

⁹ Gen. 1:26–28, Ex. 20:13, Ps. 139:13–16, Micah 6:8

¹⁰ Deut. 10:14, Ps 24:1, Ps 150:6, Eph. 1:20–22, Rev. 5:13