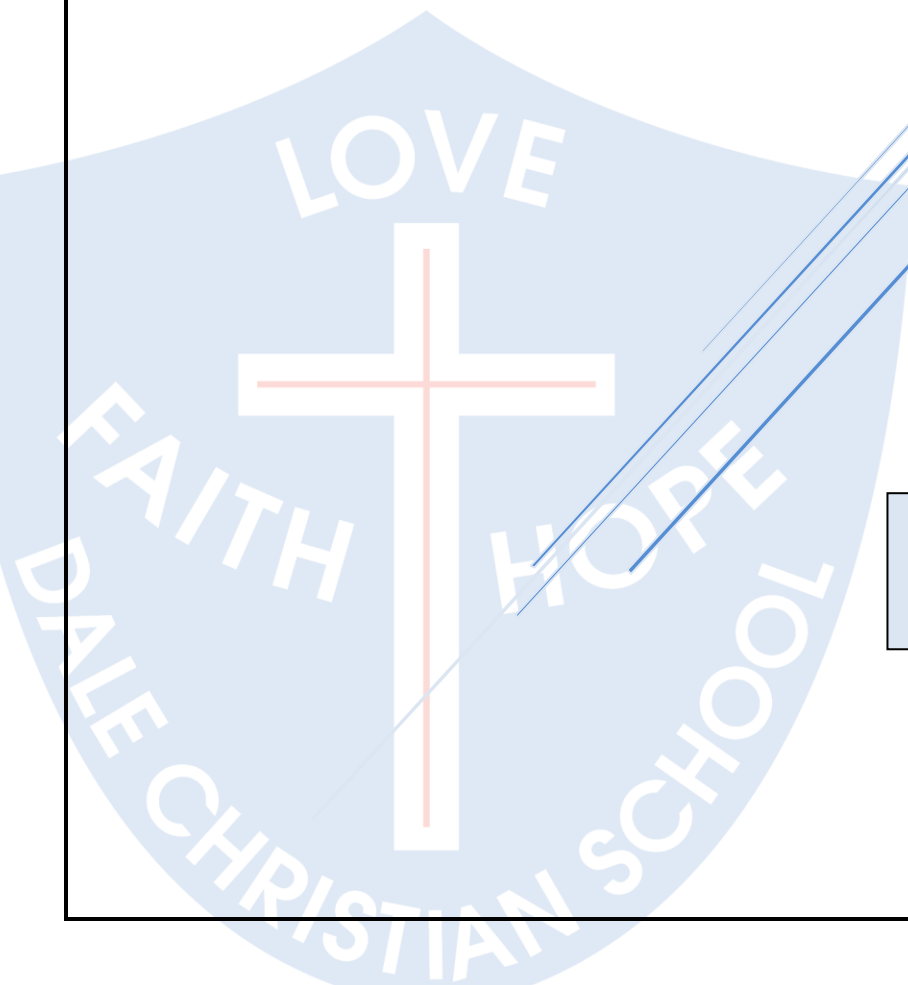


EMPLOYMENT PACK

Maintenance Officer

Full Time

Commence as soon as possible



Dale Christian School has implemented the Child Safe standards and takes the safety of our children very seriously.

Dale Christian School
150 Forrest Road
Armadale WA 6112
08 9497 1444

INFORMATION FOR APPLICANTS

These guidelines are provided to assist you in preparing your written application and to enable you to plan for the selection interview if you are called to attend.

Applicants who do not meet the essential criteria will not be considered.

CLOSING DATE

Applications must be received at Dale Christian School by the time on the day stated in the advertisement. Please note that the application must be forwarded to the Selection Panel.

Late applications will not be accepted.

Early applications are encouraged as Dale Christian School reserves the right to appoint this position prior to the closing date or by invitation.

ENQUIRIES

If you would like to find out more about the advertised position, please make contact with the school on 9497 1444.

PREPARING YOUR APPLICATION

The decision to interview will be based on the information you provide in your application. If your application is short listed, you will be contacted by phone/email to arrange an interview.

If at all possible, your resume should be typed. If this is not possible, make sure your writing is clear and easy to read.

Your application must include the following documentation:

1. **Completed application form.**
2. **Resume (Curriculum Vitae), which comprises of:**
 - Personal Details - Name, address, telephone number.
 - A summary of the work you have done starting with the most recent. Include dates and give details of the type of tasks that were required in each job.
 - Details of involvement in church or church-based activities.
 - Your education and training achievements. (Be sure to include any education you are currently undertaking).
 - Any activities you have undertaken outside of work which are relevant to the application.
3. **Statement of claims against the Selection Criteria:**
 - The Selection Criteria includes your Christian lifestyle as well as the education, knowledge, skills and abilities required for the position.
 - The Selection Criteria (Essential) have been divided into three parts:
 - Christian Experience
 - Professional (individual)
 - Professional (teamwork)
 - Address your comments to each part separately, ensuring that you cover the aspects highlighted by the questions for each part.
 - Also draw on experience you have had and include a description of your skills and abilities.
 - Additionally, include information of any relevant qualifications you may have obtained and their relation to the Selection Criteria.

- **Your claims for the Selection Criteria (essential) must NOT exceed 3 x A4 pages single typed.**

4. Referees:

- Referees should be contacted for approval before listing them in your application. (They may be asked to complete a Referee Form).
- Provide names, work addresses and day time contact telephone numbers of at least two professional referees – (see Application Form.)
- Information on referees should be included on the application form.
- Referees who are able to comment on your experience and church involvement (preferably against the Selection Criteria) should be included.
- **A Pastors Reference MUST be enclosed**

5. Government Requirements:

- All applicants must have a current Federal Police Clearance and evidence enclosed.
- All applicants must have a current Working with Childrens Check and evidence enclosed.
- Applicants are to be fully vaccinated for COVID 19 by the commencement of the first day of employment. You are to provide a copy of your digital certificate evidencing you are fully vaccinated. This includes any additional mandated requirements by the government.

6. Covering Letter:

- The covering letter is an introduction to your application.
- State the identifying details of the position and your desire to be granted an interview, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasis your strongest points and achievements.
- **The covering letter should not exceed 1 x A4 page single typed.**

Applications may be sent by email, post or hand delivered,
marked "Personal and Confidential" addressed to:

The Selection Panel
Dale Christian School
P.O. Box 273
ARMADALE WA 6992

EMAIL: employment@dalecs.wa.edu.au

SELECTION CRITERIA

SECTION 1 ESSENTIAL

Christian Experience

1. Have a personal faith and commitment to the Lord Jesus Christ and to be an **active member** of a local Protestant church.
2. To accept the Church's Statement of Faith.
3. To preserve the unity of believers.
4. To have the God given gift of service to others.
5. Include a Pastor's Reference where possible.

Professional (Individual)

6. Must be able to work on a broad range of areas and contribute to the maintenance of buildings and property to an agreed standard.
7. Perform hands-on work as required, to ensure effective use of team resources and correct completion of work for all areas of the School.
8. Provide evidence of maintenance related qualifications and/or certificates (certified copies)
9. To have good oral and written communication skills.
10. To have a Working with Children's Check.
11. To have a Federal Police Clearance.

Professional (Teamwork)

12. To be able to participate in a shared community vision.
13. To demonstrate an appreciation and value for other staff.
14. To be a team builder and work as a team player.

SECTION 2 DESIRABLE

15. To have working experience in a Christian School environment.
16. To hold a current Senior First Aid Certificate.

NOTE: Applications will not be accepted unless all criteria are addressed in the application and all required documents are attached

DUTY STATEMENT

- To effectively model Christian growth to the staff, parents and students, by working as part of a team ministry.
- To attend the staff devotional time as advised by the School Principal.
- To attend staff meetings as advised by the School Principal.
- To take care whilst working on and in the school grounds.
- To exercise due care with all school equipment, following specified procedures; and further to report immediately any misuse or breakage of equipment or property.
- Be familiar with WHS regulations regarding grounds, buildings and property.
- Undertake necessary training to better skills or meet new standards.
- To ensure the security of the school grounds by locking doors, windows and turning off lights at the end of the day, if leaving after cleaners have completed their duties.
- To ensure the neatness of grounds environment by securing all equipment, ensuring we can be proud of our surroundings and according to professional standards.
- To ensure the neatness of the general school environment by active oversight of surrounds and perhaps where repairs and maintenance is required or not noticed by others.
- To perform other duties allocated from time to time or as specified by Principal.
- To actively seek opportunities for personal, professional and spiritual development.
- To be familiar with the guidelines of the School Handbook and Policy in the area related to Non-Teaching Staff.
- To maintain a current First Aid certificate.
- To maintain current Working with Children's Check and show evidence.
- To have a federal Police Clearance and show evidence.

STATEMENT OF FAITH

The statement of Faith of the Dale Christian School is the same as the statement of Faith of the Armadale Congregational Church Inc. and is as follows

We Believe in

- ◆ The full inspiration of the Holy Scriptures; their authority and sufficiency, being in themselves the Word of God, (bearing witness to the Incarnate Word Jesus Christ; the reliability of the New Testament concerning the character and authorship of the Old Testament); their freedom from error as given in the original writings; and the need of the teaching ministry of the Holy Spirit for a true and spiritual understanding of the whole of Scripture.
- ◆ The unity of the Godhead and the divine and co equality of the Father, Son and Holy Spirit; the sovereignty of God in creation, providence and redemption.
- ◆ The true and proper deity of our Lord Jesus Christ; His virgin birth; His real and perfect manhood; the authority of His teaching, and the infallibility of all His utterances; His work of atonement for sinners of mankind by His substitutionary sufferings and death, His bodily resurrection and His ascension into heaven; and His present and priestly intercession for His people at the right hand of the Father.
- ◆ The total depravity of human nature in consequence of the Fall, and the necessity for regeneration.
- ◆ The justification of the sinner solely by faith in our Lord and Saviour Jesus Christ.
- ◆ The necessity of the work of the Holy Spirit in conversion and regeneration, at which point the believer is baptised with the Spirit; also in sanctification, worship and ministry, for which He gives spiritual gifts.
- ◆ The universal Church, the body of which Christ is the Head, embracing all the redeemed, called by God through the Gospel, born of the Spirit and justified by faith; the local church comprising such believers as the expression of the universal Church, and fellowship between such churches manifesting the unity of the body of Christ.
- ◆ The ordinances of Baptism and the Lord's Supper as being instituted by our Lord Jesus Christ; but NOT in baptism as conveying regenerating grace; NOR in the Lord's Supper as being a sacrifice for sin, nor involving any change in the substance of the bread and wine.
- ◆ The imminent personal return of the Lord Jesus Christ for His Church and His subsequent return to the earth in glory.
- ◆ The resurrection of the body, the judgement of the world by our Lord Jesus Christ, with the eternal blessedness of the righteous and the eternal punishment of the wicked.