



Saints Academy
FOR THE WHOLE OF LIFE



Narnia Early Learning
FOR THE WHOLE OF LIFE

Prospectus for the position of
Administration Assistant
Cessnock

St Philip's Christian Education

Narnia EL & Saints Academy – Innovations in Education

About Us

The St Philip's Christian College group of schools leads the way in Whole of Life Education.

At St Philip's Christian College (SPCC), we passionately believe in the need for independent schools which develop the whole child - intellectually, socially, physically and spiritually; schools that maintain high academic and behavioural standards while keeping the truth of the Christian Gospel at its core.

Narnia Early Learning

The name "Narnia" is taken from the famous "Chronicles of Narnia" series written by C. S. Lewis. Narnia is an imaginary land where children have fun and adventure and in the process learn great truths about themselves, the world they live in and their Creator. We desire our Narnia to be a place like this.

Narnia Christian Preschool and Early Childhood Centres are the Early Childhood facilities of St Philip's Christian College and most centres cater for children from 0 to 5 adjacent to the Kinder to Year 12 campuses.

Saints Academy

St Philip's Christian Education has developed an outstanding after school program to meet the needs of families within our school communities.

The focus of the Saints Academy after school program is to engage children in the natural environment through active outdoor education programs or nature play. We aim to get children outdoors and balance their screen time with green time. Time in the outdoors helps boost children's development across all domains.

Saints Academy also includes opportunities for extended tuition in areas of the Arts, STEM, Health, fitness, leadership, and spiritual development.





The Role

Narnia EL Prep and Saints Academy is seeking a motivated and enthusiastic Administration Assistant to support the teams at Narnia Cessnock and Saints Academy Cessnock. The successful applicant will provide administrative support to ensure efficient operation of these services. The ideal candidate will possess excellent organisational skills, the ability to prioritize tasks, and exceptional attention to detail. This role is crucial in ensuring smooth day-to-day operations for these services.

The successful candidate will report to the Director of Narnia and Director of Saints Academy.

The ideal candidate has:

- A current working with children check (or able to obtain one prior to commencement of employment);
- Is highly proficient in using Microsoft Office applications (Word, Excel, Outlook)
- Has excellent communication skills
- Is able to work effectively in a team & independently
- Has the ability to multi-task & prioritise effectively to work within a tight time frame;
- Understanding of Child Care Subsidy (CCS) desirable but not essential;
- Experience in managing debtors desirable but not essential

The role is part time and could be done by 1 person working 14 hours per week, or split between 2 people working 8 hours per week at Narnia, and 6 hours per week at Saints Academy. The role is located at SPCC Cessnock campus working with a dynamic team of Educators. Flexibility in days & hours can be discussed if you are successful in gaining an interview.

There will be future opportunities for additional work at Narnia with the development of the 0-4 Narnia Cessnock Early Learning Centre.



How to Apply

Applications should include:

- A comprehensive Curriculum Vitae
- Copies of qualifications must be provided
- A cover letter outlining how you meet the criteria of the role
- Any other information you consider relevant to support your application

If you have any questions about the role, please contact **Paul Wellham** at paul.wellham@spcc.nsw.edu.au

Applications should be forwarded to paul.wellham@spcc.nsw.edu.au

Applications Open: Thursday, 26th October

Applications Close: Friday, 10th November

The Way, The Truth, The Life



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