



Narnia Early Learning
FOR THE WHOLE OF LIFE

Prospectus for the position of
Executive Assistant
Narnia Early Learning



St Philip's Christian Education

Narnia Early Learning – 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

To create a place where the fun is endless, the laughter is infectious, the interactions are rich, the love is genuine, the world is big, creativity flourishes and Jesus is real.

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.





Prospectus for the position of **Executive Assistant Narnia Early Learning**

Narnia Early Learning Centres are part of the St Philip's Christian Education Foundation Ltd group. We are seeking a motivated, enthusiastic and passionate person to join and support our dedicated executive teams.

Reports to:

Executive Director of Narnia Early Learning

General Responsibilities

- Supporting and advancing the core values of St Philip's Christian Education Foundation Ltd.

Christ First, Serve One Another, Strive for Excellence, Do What is Right, Build Community

- Uphold the Narnia philosophy
- Work under the direction of the Executive Director Narnia Early Learning
- Work according to the Code of Ethics of Early Childhood Australia, as adopted by Narnia Early Learning
- Assist the Executive Director of Narnia Early Learning to comply with child protection in the workplace
- Be an advocate for high quality services for children in our community
- Promote sustainable practices
- Promote open communication between Management and staff
- Keep up to date with current developments in the National Quality Framework
- Supporting the Executive to maintain compliance with Legislation and Policy

- Advocate for Early Childhood Education and After School Hours programs
- Providing support to a highly reputable team
- Managing diary appointments
- Liaising with the key personnel
- Support high level stakeholders and ensure the smooth running of day to day operations
- Document collation and coordination including presentations, policy, minutes etc.
- Coordinating various meetings and events
- Collaborate with the Executive Director to enhance Operations
- Knowledge of the National Quality Framework
- Strong communication skills, both written and verbal
- Proficiency in time management, adeptly balancing multiple responsibilities and meeting deadlines
- Discretion and integrity when handling sensitive information and confidential matters
- Willingness to contribute to special projects and events, adding value through your expertise
- Any other duties specified by the Executive Director Narnia Early Learning



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Executive Assistant Narnia Early Learning

Essential Criteria

- Working with Children Check
- ACECQA approved Child Protection (CHCPRT001 or CHCPRST025)
- Valid drivers license and your own car
- Well presented with strong communication skills
- Must be able to work in a fast-paced environment
- Computer literacy
- Administrative skills
- Teamwork
- Written and verbal communication
- Organisational skills
- Strong attention to detail and high level of accuracy
- Pro-active and positive attitude
- Perform well under pressure
- Strong desire to learn and grow

Desirable Criteria

- Diploma in Early Childhood Education and Care

The Way, The Truth, The Life



The Way, The Truth, The Life

How to Apply

Conditions of Employment

It is anticipated that the Executive Assistant, will be in a position to commence full-time responsibilities from the beginning of 2024 (Part-time 4 day working week will be considered)

Applicants must agree to and be supportive of the Staff Code of Conduct as on the employment section of the website. Conditions of employment will be on parity with the Independent Schools NSW (Teaching Award) Multi-Enterprise Agreement 2021.

Additional Information

Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety, and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety, and wellbeing responsibilities and procedures, as well as all current Child Protection laws.

St Philip's Christian College is an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity, and encourage a balance between work and life commitments. We are committed to a child-safe environment.

All employees must undertake the management of information in accordance with our information management policies and procedures (for example record keeping, privacy, security, and email usage).

How to Apply

Expressions of interest in the form of a covering letter and resume should be forwarded by email to Lea Rule by **Friday, 24th November 2023**.

For a confidential discussion regarding the application process, please contact **Lea Rule** at lea.rule@spcc.nsw.edu.au or call (02) 40628085



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