

COVENANT CHRISTIAN SCHOOL

Covenant College, Tuggeranong, A.C.T. Association Incorporated

SELECTION CRITERIA FOR THE POSITION OF RECEPTIONIST / OFFICE SECRETARY

ESSENTIAL

1. A sound profession of faith in Jesus Christ as Lord and Saviour, supported by active involvement in a local Protestant church and communicant membership (or equivalent) in good standing of the same.
2. A sound Christian worldview in all areas of life.
3. Competence in receptionist / secretarial duties – including use of word processing, spreadsheet and publishing software, and the ability to broaden computing experience with other packages.
4. Well-developed oral and written communication skills, and an ability to liaise effectively with a wide range of staff, students and visitors.
5. Strong organisational skills, including prioritisation of competing work demands.
6. Hold, or able to obtain, registration under the ACT Working With Vulnerable People (WWVP) scheme.
7. Hold, or able to obtain, CPR and Providing First Aid qualifications.
8. Previous involvement in Christian education an advantage.

WORK PRACTICE

9. Commitment to excellence in all areas of work.
10. Willingness and ability to contribute to the life of the School community, including extracurricular activities.

OTHER QUALITIES

11. Presents a good model of personal dress, manner, language, humility, humour and enthusiasm for the task.
12. Demonstrated understanding of the biblical reformed faith as defined primarily by the Westminster Confession of Faith.