



ST PETER'S
ANGLICAN GRAMMAR

Life Through Christ



ST PETER'S
Heart

Life Through Christ

Position Profile

St Peters Anglican Grammar & St Peters Heart Clerical Assistant



Clerical Assistant

About the School

St Peter's Anglican Grammar and St Peter's Heart are two of three schools governed by Campbelltown Anglican Schools, as a ministry of St Peter's Anglican Church, Campbelltown. St Peter's Anglican Grammar and St Peter's Heart are Christian independent schools seeking to employ practising protestant Christian staff who can contribute to the Council's mission statement.

To be a beacon to South West Sydney that offers hope and life through Christ, providing quality visionary education opportunities, encouraging a journey of lifelong learning.

About you

St Peter's Anglican Grammar and St Peter's Heart are unashamedly Christian and seek to employ Reformed Evangelical Christian staff who can contribute to the vision and mission of Campbelltown Anglican Schools.

Applications are invited for a Clerical Assistant to become a member of the team who works in the School's Main Administration Office to commence as soon as possible for the right candidate.

The Clerical Assistant plays a crucial role in providing efficient receptionist duties and operational assistance to the School's office by the provision of a range of administrative and systems support. You will work with discretion and confidentiality and will present a professional, warm, positive, and welcoming presence and will engage with the broader community in keeping with our organisations Christian beliefs, values and practice.

It is an opportunity to grow professionally and collaboratively with like-minded professionals in a supportive Christian environment.

Reports to: Principal, through the Principal's Executive Assistant

Agreement/Award: Independent Schools NSW (Professional and Operational Staff)
Cooperative Multi-Enterprise Agreement 2025

Contract Type: Casual Contract

Clerical Assistant

The Clerical Assistant's duties include, but are not limited to:

- Maintaining effective manual and electronic filing systems, adhering to record management guidelines and systems in place.
- Prepare and distribute communication to staff and parents, ensuring communication adheres to the School's style guide.
- Responding to enquiries from staff, students, parents and community members in accordance with the school's policies and procedures.
- Providing a warm, welcoming and supportive environment for students, families and visitors.
- Maintaining appropriate records and preparing reports as required by the Executive Assistant to the Principal.
- Provide administrative support to Executive and staff.
- Maintaining confidentiality.
- Attending School events and activities, meetings and professional development reviews as required and requested by the Principal or their delegate.
- Taking reasonable care for the health and safety of staff and students with whom they work.
- Undertaking any other duties as requested by the Principal.

Other Duties:

This list of key responsibilities is not exhaustive and is subject to change with the changing needs of the School. Therefore, there is an expectation that the Clerical Assistant will undertake other duties from time to time as directed by the Principal or an Executive member.

Clerical Assistant

Core Requirements:

Applicants for the position of Clerical Assistant must demonstrate at a minimum that they:

- are a committed Christian, who is active in the life of a Reformed Evangelical Church
- support Campbelltown Anglican School's vision of holistic Christian education
- Conduct themselves in a manner in keeping with Campbelltown Anglican School's ethos and Code of Conduct at all times, modelling Christian maturity to the School community
- have exceptional communication and relational skills with children, parents, colleagues, the School and the community
- hold a valid Working with Children Check in NSW (WWCC)
- work effectively and collaboratively in a team
- excellent telephone etiquette
- superior oral and written, interpersonal, stakeholder, relationship management and conflict resolution skills
- the desire to work in a fast-paced environment with a positive attitude
- highly developed organisational and time management skills
- high standard of competency in all Microsoft Office and related applications
- high level attention to detail
- ability to work cooperatively and with flexibility to fulfill individual and team performance.
- adaptability and willingness to learn new skills and ICT applications.
- experience using finance and /or purchasing software to track expenses effectively within an educational setting (desirable).

Details of Employment:

- This position is responsible to the Principal.
- The conditions and pay are outlined in the Independent Schools NSW (Professional and Operational Staff) Multi Enterprise Agreement 2025.
- The commencement level for the successful candidate will be determined after considering the experience and qualifications of the successful candidate.

How to Apply:

Complete the relevant position application form on the CAS website.

Applicants are required to:

- Provide three (3) referees one of whom should be the Senior Minister of the Christian community you serve within, who can support your application.
- A covering letter of not more than 2 pages outlining your suitability for the position in line with the "Core Requirements" within the Position Description. (Note: dot points are acceptable).
- A Curriculum Vitae (CV) of not more than 3 pages.

Applications will be considered as they are received. CAS has the right and discretion to interview and appoint an applicant as Clerical Assistant at any time.

For more information, please contact the People and Culture Team at peopleandculture@casc.nsw.edu.au

