



# St. Andrew's Christian School

Knowledge through Christ

## Compliance Officer

St. Andrew's Christian School is seeking a motivated and experienced Christian School leader to provide manage and meet compliance tasks within the school. This is a new position within our school.

*This is a full time Coordinator 2 position within the Executive team and reporting to the Principal. The position will commence with induction on January 21 2022.*

We are a growing Preparatory to Year 12 coeducational school in a rural setting situated close to Grafton in the beautiful Clarence Valley. The Valley boasts an extensive river system, proximity to pristine beaches, World Heritage Rainforests and beautiful national parks. The region provides excellent opportunities for sports, families and lifestyle.

St. Andrew's Christian School is a well-resourced school which provides quality Christian education for children from both Christian and non-Christian families with proven results in literacy and numeracy and opportunities for a broad range of subjects and experiences.

### Roles

- Nationally Consistent Collection of Data
- Teacher Accreditation and Professional Learning
- NSW Education Standard Authority Compliance
- Policy and Procedures (using CompliSpace)
- Work, Health and Safety

### It is expected that applicants will:

- Be suitably qualified and hold a current Teachers Registration in New South Wales
- Be committed to Christ and demonstrate an active church involvement with an understanding of Christian education principles
- Possess a knowledge of a majority of the roles listed, and the capacity to learn and manage the remainder
- Show initiative in creating and improving current systems
- Exhibit strong organisational skills and attention to detail
- Demonstrate excellent interpersonal and communication skills
- Display a working knowledge of explicit teaching and direct instruction

### Applications should include:

- Cover letter (1 page)
- Completed application form (from our website or contact below).
- Resume (2 pages)
- Statements on your abilities and experience within the roles, and expectations outlined above (3 pages)

Submit your application via website or email to [reception@standrewscs.nsw.edu.au](mailto:reception@standrewscs.nsw.edu.au); deliver or post to 84 Washpool Road Clarenza NSW 2460. For further information or position description please contact the Business Manager, Phil Browning, on 02 6643 4770 or [philbrowning@standrewscs.nsw.edu.au](mailto:philbrowning@standrewscs.nsw.edu.au)

**Applications close end of business, Thursday September 16 2021**