



### **INFORMATION FOR APPLICANTS**

Thank you for your interest in the advertised position. The aim of the information below is to provide you with more information about our school and to help you understand our selection process.

#### **Casuarina Vision**

*Casuarina School's vision is to develop creative young people with a passion for life-long learning, an understanding of the unique contribution they can make to the world and a holistic sense of care for the environment and people.*

#### **Casuarina Mission**

*Working towards the above vision,*

Casuarina School is committed to nurture children in the spiritual, artistic and intellectual environment of Steiner Education.

We engage children through educating the head, heart and hands so that harmony in all three may be achieved as the foundation for balanced, responsible and free human beings.

We enable children to be innovative and guide them towards self-responsibility while being mindful of the rights of others.

#### **Underlying values**

In support of our mission, Casuarina's values are:

Creativity,  
Integrity,  
Resilience,  
Responsibility

#### **Remuneration**

Our school operates within the framework of the Independent Schools NSW (Support and Operational staff) Multi- Enterprise Agreement. Pay and conditions of employment will be in accordance with this agreement.

This position is defined as an 'Advanced Child Care Worker'.

#### **Workload 2022**

This is a permanent part time position with a 0.32 FTE load (12.5 hours/week).



# Casuarina Steiner School

## Inspiring the Head, Reaching the Heart

### Duties:

- Plan, coordinate and facilitate Parent and Child program
- Ensure safe and healthy work and play environment
- Manage the administrative aspects of the role such as
  - enrolments, waiting lists and cancellations,
  - correspond and liaise with new and existing families
  - ensure parents understand and work within the school's framework of policy and procedures
  - Regular information sharing, keeping families up to date with changes, events, general information,
  - Order and maintain material needed
- Work collaboratively with colleagues/volunteers
- Work collaboratively with admin and kindergarten staff to organise open days, interviews, transition to kindergarten
- Promote Steiner education and Casuarina school

### How to apply:

Your application should include:

1. A general expression of interest
2. Curriculum Vitae. Please include your Working With Children Check clearance, your teaching qualifications, a summary of your professional career outlining positions and related responsibilities held, your personal interests, your NESA accreditation status with a copy of the current NESA card.
3. A detailed statement addressing your suitability against the selection criteria below.
4. Names, relationship and contact details for at least three referees who can comment on your professional suitability to the advertised position. Please include a referee from your current or most recent employer.

### Selection criteria:

- Demonstrated interest and passion for Steiner education, especially but not exclusively in the early years.
- Demonstrated understanding of the needs of young children and their families.
- Demonstrated ability to facilitate and work with diverse family groups.
- Demonstrated excellence in organisational and communication skills.
- Demonstrated excellence in interpersonal skills with children, parents and colleagues.
- Current First Aid Certificate
- Current Working with Children Check

