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## Selection Criteria

- A proactive approach to time management and tasks to be completed.
- Evidence of efficient and effective use of time to complete tasks and complete work turnaround.
- Be a public representation of “Faith, Courage Excellence” in dealing with the school community including staff and students.
- Operate from a professional Christian perspective with parents, staff and students to uphold the Anglican ethos.
- Proofing and editing skills and an eye for detail.
- Data management and software skills. Proficient in word, publisher and excel.
- Current First Aid Certificate essential.