



EXECUTIVE SECRETARY

Employment package
March 2024

dubbocs.edu.au



WELCOME

Dubbo Christian School is a non-denominational, co-educational Christian day school established in 1983. It was set up by a group of parents from various churches who desired Christian education for their children. It started with 44 students and has steadily grown to its current size of about 590 students from Kindergarten to Year 12. Dubbo Christian School is a Child Safe School.

Dubbo Christian School's mission is to provide authentic, responsive and high-quality education that is Bible based and Christ-centred to prepare, equip and transform lives. Our school motto is "Learning in Truth" which emphasises that all learning is subject to the Lordship of Christ.

All that we do must be done in the context of the truth contained in God's Word and teachers are encouraged and challenged to contend with this notion and work towards truly faithful, Biblical programs and lessons. This is implemented by the "Transformation by Design" and "DCS Teaching and Learning" Framework.

The successful applicant will be required to work with the teaching and learning team to implement these frameworks in the secondary school.

Dubbo Christian School is a Christian Education National (CEN) school. This means it is committed to a parent-controlled governance model and the values of strong partnerships in the delivery of a transforming and Biblically authentic approach to education.

The heart of Dubbo Christian School is found in partnership that is built on strong relationships between all the stakeholders in our community – the staff, the students, our parents, churches and the wider community. We aim to be an authentic learning community engaged in developing and nurturing students so that they are able to identify and develop their God given potential in all facets of their life.

Dubbo Christian School is seeking an Executive Secretary to provide high-level support to the Principal, Executive and Board. The position is a key element of the DCS Office Team and will support all office functions as necessary.

"Students are nurtured and challenged throughout their schooling to prepare them to confidently take their place in the world".



Dubbo Christian School is governed by an overarching company, Berakah Christian Education Ltd. (BCE). BCE operates Dubbo Christian School, Wellington Christian School (WCS) and Dubbo Christian Preschool (DCP). The BCE vision is "In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ".

The Board embraces its responsibility of governing the BCE Schools, and in particular, ensuring that the strategic direction and operations of each School align with the BCE vision and the respective School missions. A key Board priority is confirming that School operations are grounded in the principles outlined in the BCE Statement of Faith and Educational Charter and that the organisation as a whole protects and maintains its Christian distinctiveness.



OUR VISION

In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ.



OUR MISSION

To provide authentic, responsive and high-quality education that is Bible-based and Christ-centred to prepare, equip and transform lives.



ABOUT DUBBO

Dubbo is a flourishing regional city set in the heart of the Central West of New South Wales. Serving as a hub for major road and rail transport across New South Wales, Dubbo's population currently sits at over 55,000, and services a catchment of approximately 120,000 people in surrounding areas. The city's combination of beautiful rural landscapes, open spaces and urban amenities attracts both individuals and families to this region.

Dubbo's Real Estate market is both varied and affordable, making it an ideal location for people wanting to leave the expense and commute times of larger cities. With good sporting, entertainment and recreational centres, Dubbo offers much toward a busy and active lifestyle for the whole family.

Dubbo provides excellent opportunities in education with over 20 private and public schools, and the Dubbo TAFE campus. It is also home to one of the four main campuses of Charles Sturt University. The Dubbo Base Hospital is also a teaching hospital and is affiliated with the University of Sydney's School of Rural Medicine.

Situated on the Macquarie River, Dubbo's region is home to many unique attractions, such as the Taronga Western Plains Zoo, Dundullimal Homestead, the Wellington Caves, and many more. Dubbo's Regional Airport connects with Sydney, Newcastle, Brisbane, Melbourne, and other regional airports, giving residents direct access to both city and country destinations.

The climate in Dubbo is classed as a warm temperate climate zone. Summers are warm to hot, and winters are cool to cold. The town's location allows a large temperature variation during the year, with high summer temperatures, sometimes peaking above 40 °C, and colder subzero temperatures in winter.



26,650

LOCAL JOBS



\$530,000

MEDIAN DUBBO HOUSE PRICE



150+

AREAS FOR RECREATION

DUBBO CHRISTIAN SCHOOL PRIMARY

Dubbo Christian School Primary currently has approximately 285 students in Years K–6. Our Primary is growing in number and diversity but is a close community built around key messages of “Kind Words, Kind Actions” and “We’re all in this together”. Our students love to learn and they love to serve. We have made significant improvements in literacy and numeracy in recent years through clear Explicit Direct Instruction pedagogy and targeted programs.

It is anticipated that K-6 enrolments will continue to grow as a result of the growth of Dubbo as a city as well as the provision of expanded facilities. Teachers in the Primary school are guided in their practice by “[Teaching and Learning at DCS](#)”, a resource developed by the school which outlines our vision for teachers to deliver Christ-centred, Bible-based curriculum, create God-centred classrooms and contribute to building Christian community.

The current Primary leadership structure includes a Head of Primary, Assistant Head of Primary and Stage Leads. Educational outcomes in Primary are supported by the Learning Support Coordinator - Primary, the BCE Director of Teaching and Learning Enhancement and the DCS Teacher Mentor.



DUBBO CHRISTIAN SCHOOL SECONDARY

Dubbo Christian School Secondary currently has approximately 320 students in Years 7–12. They are a lovely group of young people who tell us anecdotally and through annual surveys that they enjoy being at school, they feel safe, and that they belong and know and appreciate that their teachers have high expectations of them.

Dubbo is a growing city and this combined with a number of local Christian schools feeding into Year 7, means that our high school has experienced significant growth in the last few years. We anticipate this will continue.

To accommodate this growth we have embarked on a significant building program that has included a new Science block and TAS building. Our Building Masterplan will see the construction of new facilities/refurbishment of existing facilities for the senior school in the next few years.

The current Secondary leadership structure includes a Head of Secondary and Heads of Department for English, Maths, Science, HSIE, PDHPE/Sport, TAS and CAPA. Educational outcomes in Secondary are supported by the Learning Support Coordinator - Secondary, the BCE Director of Teaching and Learning Enhancement and the DCS Teacher Mentor.



SUCCESSFUL APPLICANT REQUIREMENTS

- A committed Christian who is an active member of a local church.
- A commitment to the school's Vision, Mission and Christian perspective.
- Willingness to contribute to the broader life of the school.
- Demonstrates a Christian approach when dealing with others.
- Well-developed written, oral and organisational skills.
- An ability to work effectively as a team member.
- A commitment to the school's Child Safe Standards.
- Demonstrated resilience and use of initiative.
- Ability to remain calm and courteous in stressful situations.
- The ability to be discreet and maintain confidentiality.



POSITION DESCRIPTION

POSITION TITLE	Executive Secretary
DEPARTMENT	Support Staff
REPORTS TO	Principal

PRIMARY PURPOSE

The role of the Executive Secretary is to provide professional and confidential secretarial and high-level support to the Principal, Executive and Board. The position is a key element of the DCS Office team and will support 'whole of office functions' as necessary.

ESSENTIAL CRITERIA

- High-level administration, organisation and project management skills, including an ability to manage competing deadlines and solve problems, showing flexibility and adaptability in a professional and courteous manner
- Ability to pre-empt issues, understand intent and provide timely and concise advice to the Principal and Executive
- Appropriate secretarial qualifications eg Cert IV in Business Administration or equivalent.
- Strong relationship and communication (written and verbal) skills for building rapport at all levels in the school including with staff, parents, and students
- Capacity to sustain healthy, professional relationships across the school and ability to model Christian characteristics through discretion, confidentiality and conflict resolution.

DESIRABLE CRITERIA

- Experience in working in a diverse educational environment
- Advanced Microsoft Office skills and experience (eg Word, Excel, PowerPoint, MS Forms)
- Experience with a School Management System (eg Sentral)

PERSONAL ATTRIBUTES

- A committed Christian who is an active member of a local church.
- A commitment to the school's Vision, Mission and Christian perspective.
- Willingness to contribute to the broader life of the school.
- Demonstrates a Christian approach when dealing with others.
- Well-developed written, oral and organisational skills.
- An ability to work effectively as a team member.
- A commitment to the school's Child Safe Standards.
- Demonstrated resilience and use of initiative.
- Ability to remain calm and courteous in stressful situations.
- The ability to be discreet and maintain confidentiality.

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal.

General Duties and Responsibilities

- Maintain the highest level of confidentiality in all matters including executive communications and meetings, processes, systems, conversations and particularly regarding maintenance of employee privacy.
- Work closely and effectively with the Principal to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Respond to all forms of communication addressed to the Principal (emails, phone calls, mail, in-person) in a timely and professional manner as prescribed by the Principal.
- Effectively manage external and internal communication (verbal, email, letters etc) for and on behalf of the Principal, Executive and Board.
- Maintain Principal's calendar and ensure daily bookings are realistic.
- Provide high-level administration and secretarial

support to the Principal, Executive and Board including arranging meetings (staff, parents, students and visitors), setting meeting agendas and organising other functions.

- Organise meetings, Principal's interviews, functions, catering, venue and travel bookings as per the Principal's commitments and ensure relevant documents are collated for on-site and off-site meetings.
- Communicate directly and on behalf of the Principal with the principals of other Christian schools, CEN, NESA, AIS, members of the Board, staff, students and external providers.
- Oversee and maintain registers for Child Protection, complaints, compliments, gifts and Teacher registration.
- Organise and oversee the Principal's responsibilities at school functions and events in liaison with the schools Community Relations Officer.
- Attend to compliance and legislative matters, in consultation with the Principal and act on his behalf as necessary. (eg e-TAMS, Schools Online, AIS, subpoenas etc)
- Support SLT members for the coordination of key school activities eg Exam preparation, reporting, assessment schedules etc.
- General administration duties including letters to parents, staff and external customers.
- Draft for review, termly calendar events and excursions

Board

- Assist the Executive Principal / Company Secretary with Board related correspondence to staff, parents, prospective School Association members, new and current School Association members.
- Assist with Annual General Meeting preparations and correspondence
- Maintain the Board training register
- Support the Uploading of BCE Principal / Director Reports into Complispace

Other

- Assist with Reception duties as necessary, including lunch cover.
- Support the catering for functions as required.
- Carry out other duties as directed by the Principal and Executive from time to time.

HOURS OF DUTY

This is a permanent full-time position. Specific weekly hours and entitlements are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.



APPLICATION PROCESS

Applications for the position of Executive Secretary at Dubbo Christian School should be made through the submission of an [Application Form \(Support Staff\)](#) (found on the DCS website under Employment).

Applications should be emailed to: hr@dubbocs.edu.au



SELECTION TIMELINE

Applications close on **Monday 29 April 2024**.



A shortlist will be prepared and shortlisted candidates will be notified before **1 May 2024**.



It is expected that interviews will take place sometime in Early May.



It is intended that the successful applicant commence employment on **Monday 13 May** or earlier by negotiation.





For more information

If you are interested in finding out more about Dubbo Christian School, or would like to take the opportunity for a school tour, please do not hesitate to contact us or drop in to visit.

Phone (02) 6882 0044

Email principal@dubbocs.edu.au

Address 141 Sheraton Road, Dubbo, NSW 2830

