



Are you ready
to empower the next
generation of learners?

Role Description

Health & Physical Education

Administration Assistant

Welcome to Holy Cross College, a Catholic, co-educational school for students in Pre-Kindergarten to Year 12.

Located in the heart of Ellenbrook, a vibrant suburb nestled within the beautiful Swan Valley region of Western Australia, Holy Cross has been a cornerstone of quality Catholic education since 2010. We have grown from our humble beginnings to a thriving community of double stream Primary to triple stream Secondary. Our journey has been one of continuous growth and development, driven by our unwavering dedication to providing a holistic, faith-based education.

Holy Cross College invites a dedicated and experienced Health and Physical Education Assistant to join our innovative and dynamic team in preparing students to be lifelong learners who embrace their changing world with confidence and optimism.

Conditions: Full Time, Ongoing

Salary: As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.

Commencement Date: 1 January 2025

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the key responsibilities as articulated in the Role Description of Health and Physical Education Assistants at Holy Cross College.
- Have a current Working With Children Card (WWCC).
- Have a Department of Education Nationally Coordinated Criminal History Check, or be willing to obtain one.
- Have completed or be willing to undertake and complete accreditation to work in a Catholic school, and maintain the ongoing renewal of this accreditation.
- Have a current Senior First Aid qualification or be willing to complete this qualification, and maintain this Senior First Aid qualification.

Applications close: Wednesday 23 October 2024 at 9:00am

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au.

Role Description

The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationships, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing. Our commitment to this vision is reflected in the dedication and passion of our educators.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use technology to redefine learning. The Health and Physical Education Assistant will play an essential role in assisting the Learning Area Leader, Health and Physical Education and Sports Coordinator by preparing equipment for classroom practicals and particularly offering administrative support.

Key responsibilities will include:

- Assisting with the administration aspects of the Health and Physical Education Office, including student enquiries, correspondence to parents and management of HPE resources.
- Distribution of information to staff, students, and the College community via the administration team front desk team.
- Maintain records, including logbooks, general department data and student data.
- Organise archival materials, including cataloguing or photographs
- Maintain an understanding and working knowledge of the College's WHS requirements and participate as part of the College's WHS Team and attend meetings
- Assist the Learning Area Leader and Sports Coordinator with administrative tasks and logistics
- Provide support to the HPE team by assisting with the supervision of students

Health and Physical Education

- Ensure the equipment and resources of the Health and Physical Education Learning Area are kept orderly, including storeroom areas.
- Maintain equipment, including organising repairs and servicing and ordering replacement equipment.
- Work closely with the Leader Area Leader to arrange and support curriculum activities such as practical exams, incursions, and offsite excursions.
- Assist with the preparation for HPE practical lessons, including preparing equipment, buses and trailers for off campus lessons, excursions, and other resources.
- Assist with arranging offsite bookings for practical lessons and activities.
- Work with the Primary PE staff to support classes, offsite competitions, and events.
- Provide support to staff attending carnivals, excursions, and events to actively engage in the care and support of students.
- Be available to attend sporting events, carnivals, and excursions.
- Work collaboratively with other staff members and be flexible with work arrangements.
- Use initiative in carrying out duties.
- Effectively communicate with department members, colleagues, students, and families.
- Ability to work as part of a team.
- Treat all information of the College in a confidential manner.

Carnivals and Excursions

- Work closely with the Learning Area Leader to support and assist with administration duties and running of all Inter-house carnivals (Athletics, Cross Country, Swimming).
- Work closely with the Sports Coordinator to support and assist with the administration duties and running of all inter-school carnivals (ACC, NEAS, CPSSA).
- Provide support for HPE staff when planning excursions.

Outdoor Education

- Assist with preparation for OED practical lessons, including preparing equipment, buses and trailers for off campus lessons, excursions, and expeditions.
- Assist with the camp and excursion planning process including booking of buses, trailers, accommodation, external providers, satellite phones, equipment, notification of intent and staffing.
- Ensure all equipment and resources within Outdoor Education are well maintained and kept orderly in both the Outdoor Education shed and Bike shed.
- Equipment maintenance: including obtaining quotes for repair and service, completing maintenance requests and service history logs, ordering replacement equipment, and drop off and pick up of equipment.
- Purchasing of goods up to a specified limit as directed and approved by the Outdoor Education staff.
- Assist with the supervision and support of students during Outdoor Education activities, excursions, and camps.
- Be available to attend Outdoor Education activities, excursions, and camps.
- Support with the general upkeep and maintenance of the Outdoor Education areas and equipment.
- Other duties as directed by the Principal or their delegate.

About you

We are seeking persons who will:

- Foster inclusivity and nurture a supportive environment.
- Possess and maintain sound literacy, numeracy and ICT skills, including adapting to changing technology.
- Excel in building strong and appropriate connections with students, colleagues and the community.
- Thrive in collaborative environments, contributing positively to team dynamics.
- Innovate and continuously seek to stay abreast of developments in practice, guidelines and industry.
- Demonstrate an understanding of and commitment to the objectives and ethos of Catholic Education.
- Possess excellent interpersonal skills, be welcoming in manner while maintaining professionalism.
- Maintain Bronze Medallion qualification – desirable.
- Maintain a Senior First Aid qualification.
- Embody the core values of Holy Cross College through your actions and interactions.

Holy Cross College is committed to providing a safe and nurturing environment for all children. All applicants must have a current Working with Children Check or be eligible to obtain one before employment begins. Applicants must reside in Australia and have valid working rights.

Why join Holy Cross?

As our College continues to grow, we are actively seeking dedicated educators to join us in shaping the next generation of change-makers. Each staff member plays a fundamental role in advancing our vision, mission and the strategic direction of the College. Our team is collaborative and committed to seeking new knowledge, keeping the College continually at the forefront of modern education. With access to state-of-the-art facilities, new technologies and abundant resources, we provide our community with the best learning experience we can – and we want you to join us.

Employees enjoy:

- Salary packaging benefits
- Discounted rates on corporate health insurance and wellbeing initiatives
- Additional leave day known as Catholic day leave
- Gym: Fitness Centre
- Work with State-of-The-Art Technology
- Professional Development – Apple Distinguished School
- 25 minutes from Perth CBD
- Connected Community

Our vision is for Holy Cross College to be a community of transformation in the spirit of the Risen Christ.

Our mission is to empower students to *have life to the full*, inspired by Christ's journey of transformation.

At Holy Cross, our holistic approach to teaching is guided by our **LIFE pillars**:

Learning: Our focus is on developing core learning skills to ensure our students are equipped to face the challenges of a rapidly changing world.

Inter-relationships: Nurturing a caring, compassionate and connected environment – not only among our students, but also our wider community.

Faith: Celebrating a hope-filled Christian faith, grounded in reflection. Our faith-based approach to education encourages students to explore and deepen their spirituality, helping them to develop a strong sense of social justice and service.

Enrichment: Enriching the lives of our community members through engagement in holistic opportunities that exist beyond the classroom.

Apply today

Be a part of our transformative and supportive Pre-Kindergarten to Year 12 co-educational community, working in modern, expansive facilities in Perth's growing north-east corridor.

- Complete the application for employment form.
[Application for Employment Form](#)

Forms should be saved with your name and position in the file name, then emailed to the Principal's Assistant at employment@holycross.wa.edu.au.

All applications should be sent with the following documents:

- Valid Working with Children Card
- [Department of Education Nationally Coordinated Criminal History Check](#)
- Academic Transcripts
- Covering Letter
- Resume
- [Application for Employment Form](#)