



These guidelines are designed to assist in preparation of your application for a position at St Paul's School and St Paul's Early Learning Centre.

St Paul's offers a workplace that values diversity, equal opportunity and an environment that promotes and rewards learning and career development. We value our staff and ensure that our conditions of employment are rich in opportunity and benefits including salary packaging, education and professional development programs.

The School has a commitment to creating environments for children and young people to thrive. All staff must comply with the School's Code of Conduct. All applicants are instructed to read and reflect their agreement of the School's Code of Conduct, which is available as a link on the "Employment Opportunities" section of the School's website - **[A Code of Conduct for Anglican Schools and Education & Care Services](#)**.

### How to Apply for an Advertised Vacancy

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#### The recruitment, selection and appointment process

St Paul's adheres to the principles of equal employment opportunity and merit based employment decisions. This means we only assess the skills, knowledge, abilities, work performance and personal qualities that are relevant for the job. A selection panel undertakes the selection process.

The flow chart below summarises the recruitment, selection and appointment process:



#### Your application

A well written application is your opportunity to demonstrate why you are the most suitable person for the job. You must specifically address each "Key Selection Criteria" contained within the Position Description. If you do not address this requirement, you are unlikely to be shortlisted for interview.

All applications are required to be submitted **via email only** to the Headmaster: **[headmaster@stpauls.qld.edu.au](mailto:headmaster@stpauls.qld.edu.au)**

Applications received via means other than email are not guaranteed to be viewed and considered. Late applications may be considered after the application closing date. Requests for extensions should be made to the Headmaster before the closing date. Acknowledgment of receipt of your application will be via return email message.

#### Covering letter and resume/curriculum vitae

Covering letter: is an introduction to your application. It should provide the following information:

- Full Name (first, middle, last);
- Address;
- Position you are applying for; and
- Address key selection criteria.

The covering letter should be addressed to:

Dr Paul Browning  
Headmaster  
St Paul's School  
34 Strathpine Road  
BALD HILLS QLD 4036

**via email: [headmaster@stpauls.qld.edu.au](mailto:headmaster@stpauls.qld.edu.au)**

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Resume: as we receive many applications for review, please format as per the following details;

- Personal details; address, contact number and email address;
- Your full name displayed on all pages of your resume;
- If you are not a permanent resident of Australia, details of your work visa;
- Employment history and service dates (most recent first);
- List key activities / outcomes;
- Details of memberships of organisations (professional, religious, social or sporting);
- List of preferred extra-curricular activities you would participate in should you be employed;
- Education (most recent / relevant first);
- Current referee contact details (ideally one should be your current employer. Include at least two referees who are able to attest to your work experience and one who can comment on your character. Ideally this last referee should be a current minister of religion or a person who can comment on your ability to work within the ethos of an Anglican School

### Attachments

- **Teachers:** A legible colour scan of Your Queensland College of Teachers (or equivalent) registration;
- **Non-Teachers:** A legible colour scan of your current Blue Card (Working With Children Check); and
- Legible scans of minimum qualifications.

### Employment conditions

Conditions specific to the position will be available at the interview or by discussion with the nominated contact for the position advertised.

### Qualification checks

On commencement you will be required to provide proof of relevant qualifications JP verified. It is your responsibility to maintain any relevant professional registrations.

### Police checks for successful applicants

All positions will undergo police or relevant international authority checks as a requirement of employment. Other positions may also be required to undergo such checks. Successful applicants will be required to provide relevant personal information to enable the School to process such applications. Prior external police checks will not be accepted. Ongoing employment will be subject to the satisfactory outcomes of these checks.

### Working with Children Check (Blue Card)

In line with Queensland Government "No Card. No Start." laws, non-teachers at St Paul's School and all staff working in the St Paul's Early Learning Centre must hold a current Blue Card or Exemption Card. The successful candidate must have a current Blue Card or Exemption Card before commencing at the School. Continued employment at the School is subject to maintaining a current Blue Card or Exemption Card.

### Fitness for duty assessment

Employees may be required to undergo a "Fitness for Duty Assessment". This assessment will be undertaken by a suitable Practitioner as determined by St Paul's School and St Paul's Early Learning Centre. If required, ongoing employment will be subject to a satisfactory outcome of this assessment.

### Probation

Depending on the role, your probation will be a **minimum** of six months. During this period, feedback on work performance is given. Probation may be extended or employment terminated if performance is unsatisfactory.

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### Addressing the Selection Criteria

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This process allows for candidates to be assessed on merit. The most important aspect of addressing the Selection Criteria is to provide evidence of your ability by giving actual examples of what and how you have done something. The following approach will provide assistance:

- **Situation:** Set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- **Task:** Explain what your role involved.
- **Actions:** Detail what you did to get the task done (how did you do it).
- **Results:** What did you achieve? What was the end result and how does it relate to the job you are applying for.

### Terminology

- **Qualification:** the minimum level of qualification required to be considered for the position.
- **Ability:** refers to an applicant's potential to undertake the work successfully.
- **Demonstrated/proven** you need to quantify your abilities i.e.: you must have successfully performed this activity in the past.

### Tips

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- Be honest and factual – misrepresenting yourself in your application or interview may become grounds for termination of employment;
- Respond to each "selection criteria"
- Provide examples of how you have applied the skill in the past, don't just state that you have the skill.
- Be clear and concise.
- Check spelling and punctuation (your application is an example of your ability to communicate).

### The Interview

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The purpose of the interview is to provide you with the opportunity to expand on the information presented in your application and to enable the panel to gather further information for the assessment process.

The interview will normally be structured so that each interviewee will be asked a series of identical questions based on the knowledge, skills and attributes criteria.

There are four types of questions that you may be asked:

- **Open Questions** – i.e. Tell me about yourself?
- **Closed Questions** – i.e. What is your nursing registration number?
- **Hypothetical questions** – i.e. If you came across a visibly upset person at your workplace, what would you do?
- **Behavioural Questions** – i.e. Can you tell me a time when you have worked with an aggressive client? What was the situation and how did you handle it? What was the outcome?

Don't forget to present yourself well, be neat and tidy and always be on time.

### Referee Checks

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Privacy laws ensure that information provided as part of your application will not be used or disclosed other than to assess your suitability for a position with St Paul's School. By providing the names of referees, you are agreeing for St Paul's School to discuss your personal detail with the nominated third parties.

The recruitment panel will normally seek information from your nominated referees about your potential or demonstrated ability to meet the knowledge, skills and attributes criteria.

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