



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.

St Paul's 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. 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 electronically via the link in the advertisement.

### Cover Letter and Resume / Curriculum Vitae (CV)

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**Cover letter:** your cover letter is an introduction to your application. It should provide the following information:

- Full Name and address;
- Position you are applying for; and
- Your response to the advertised key selection criteria for the role.

The covering letter should be addressed to the contact person identified in the advertisement, or to the Manager People and Culture.

**Resume:** please ensure your resume provides the following details;

- Personal details; address, contact number and email address;
- Work right status for Australia e.g. Citizen or permanent resident of Australia / New Zealand, or Work Visa details.
- Employment history with service dates and key activities and achievements of each role
- Details of memberships of organisations you belong to e.g. professional, religious, social or sporting;
- Qualifications / Education (most recent / relevant first);
- Referee contact details Include at least two referees who are able to attest to your work experience and one who can comment on your character. Ideally one referee should be your current employer.

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### Attachments to include with your application

- **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 a copy of any required qualifications for the role.

### Employment conditions

Conditions specific to the position will be available by discussion with the nominated contact and will be discussed at interview.

### Qualification checks

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

### Police and National Register checks for successful applicants

All positions will undergo police (or relevant international authority), and the Anglican Church's National Professional Standards Register check, as a requirement of employment. 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

Probation will be a period of six months. During this period, feedback on work performance is given.

### 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:

- Respond to each "selection criteria" as noted in the advertisement
- 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.
- Be honest and factual – misrepresenting yourself in your application or interview may become grounds for termination of employment;
- Check spelling and punctuation (your application is an example of your ability to communicate).

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### 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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St Paul's School completes at least two referee check for preferred candidates. The information sought from your nominated referees will be about your potential or demonstrated ability to meet the knowledge, skills and attributes criteria of the role you have applied for.

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.

### Questions

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Should you have any questions about the application process please contact the Manager People and Culture at St Paul's School. Ph: 07 3261 1388

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