



## EMPLOYMENT APPLICATION FORM (NonTeaching)

Please complete the following and return to [jobs@mbc.wa.edu.au](mailto:jobs@mbc.wa.edu.au), or via post to the College, PO Box 4116, Mandurah North WA 6210 by the submission date.

Please label your application clearly with the position applied for.

Please note only applications that have completed all of the below criteria will be submitted for consideration.

- a) Personal Details
  - Name
  - Address
  - Telephone/Mobile numbers (please identify preference contact)
  - Copy of Working with Children Check card
  - How you obtained knowledge of the position (Seek.com, newspaper, MBC staff. etc.)
- b) Qualifications
- c) Experience in the last five years
- d) Explain briefly how you became a Christian (*no more than 500 words*) Which Church do you attend? List your involvement in your Church over the last 3 years including your current responsibilities/areas of Christian Ministry (*no more than 500 words*)
- e) What contribution would you be able to make to the School? (*no more than 500 words*)
- f) What professional learning have you engaged with recently? How have you applied it to your teaching/career? (*no more than 500 words*)
- g) What has been the most significant achievement in your career in the past 3 years? (*no more than 500 words*)
- h) Your application is also to be accompanied by:
  - Curriculum Vitae
  - Reference/testimonials (for work and character) or Names and Addresses of two Referees
  - Written Reference from your Church Pastor/Minister (if the position deadline does not allow you adequate time to obtain a written reference, please include your Church Pastor/Ministers email address and phone number instead)
  - Copies of your Academic record
  - Copy of your Australian birth certificate/Passport/VISA

### **Please note:**

Mandurah Baptist College is committed to being a child safe organisation and will demonstrate its leadership and commitment to student safety and wellbeing through the implementation of the National Principles for Child Safe Organisations. Applicants' identity, references and qualifications will be checked and verified.

Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian gospel to children, you will be asked your personal views on faith issues. Given the Christian nature of the College and the expectations of all who enrol, the attached statement of faith is a prerequisite.

# STATEMENT OF FAITH

## Foundational Principles

- Jesus Christ alone is head of the Church.
- The Church is the community called into being by God. In both its universal and local expressions, it consists of persons who have personally and knowingly accepted Jesus Christ as Saviour and Lord and have pledged themselves to worship, follow and service him as a priestly community.
- By his high priestly ministry, Jesus Christ has won the right for every believer to approach God directly through him.
- Jesus Christ is the supreme authority in all matters of faith and conduct in the life of both churches and individuals.
- He has given to all churches and to every individual the right and responsibility to understand and to do God's will. Therefore, being accountable to God, Christians are not to despise their fellow believers but to accept one another as Christ's servants, allowing each other freedom of conscience.
- God has given to human governments the right and responsibility to promote what is just and good but not to coerce belief or practice contrary to conscience.

## Beliefs of Christian Faith

- There is only one God. He is infinitely good and great, and has revealed himself to be personal and triune in essential being, eternally existing as Father, Son and Holy Spirit.
- God speaks to us through the bible, the sixty six Scriptures of the Old and New Testaments. Being God-breathed they are fully trustworthy and supremely authoritative for what we believe and how we are to live.
- God created the heavens and the earth and all that exists in them. He continues to care for and govern his creation, working out his purposes for all he has made.
- In creating humans, male and female, in his likeness God intended that we should live in fellowship with him. However, tempted by Satan, God's adversary, the first man and woman disobeyed God. The effect of their sin spread so that we all sin, falling short of our responsibility to love God and neighbour and care for the world.
- Despite our sin which alienates us from God and rightly deserves his judgment, God, because of his grace and great love for all people, sent his son into the world to save us.
- The incarnate son, Jesus of Nazareth, was conceived by the Virgin Mary through the Holy Spirit. Fully human and fully divine, he lived on earth a sinless life of perfect obedience. He died on the cross as a sacrifice on our behalf and in our place, redeeming us from the penalty and power of sin and triumphing over Satan. He was raised bodily from the dead and ascended to his Father's presence where he lives forever as our great High Priest and reigns as Lord of all.
- The Gospel, the good news concerning Jesus Christ and his reconciling work, is God's powerful way of bringing salvation. All who respond in repentance and faith God sets right with himself, forgiving and cleansing them from sin and giving them his Holy Spirit and eternal life.
- The Holy Spirit gives new life to all believers and resides in them permanently empowering for life and witness. He makes them holy and enables them to grow into the likeness of Christ. Through the Spirit God grants all his people various gifts for the well-being, functioning and mission of the Church.
- All Christians are commanded to love God with all their heart, mind and strength, and their neighbours as themselves. What love means in practice, we discover through searching the Scriptures, which reveal God's character and will. Such love

includes the responsibility of every Christian to participate in the proclamation of the good news throughout the world.

- While all believers belong to the universal church, God gathers them into local churches which exist to worship and serve him. Jesus Christ, the head of the church, has established both baptism and the Lord's Supper.
- Jesus Christ will return visibly and victoriously from his Father's presence to complete his conquest of sin and evil. All people, both believers and unbelievers, will be raised bodily and be judged by God. Believers will enjoy eternal blessedness in God's presence, while unbelievers will suffer the eternal punishment of exclusion from his presence. The whole creation will be so transformed that righteousness will characterize the new heavens and the new earth forever.

This Statement aims to give us all a common starting point and to underline the Christian ethos of the College. It is the basis on which we will view one another, our students and their families, and our framework for grappling with contentious issues in our community and the world.

---

#### **STATEMENT OF PRINCIPLES AND BELIEFS OF CHRISTIAN FAITH**

I have read the Statement of Principles and Beliefs of Christian Faith for Mandurah Baptist College. I fully support the intent and spirit of the document and in signing this Statement of Principles and Beliefs of Christian Faith; I give evidence of my personal relationship with Jesus Christ.

---

SIGNATURE

---

DATE

#### **SUBMISSION OF APPLICATION**

I hereby submit my application to Mandurah Baptist College and agree to the contacting of my referees for further information in support of this application.

---

SIGNATURE

---

DATE

## Job Description – Library Assistant

<b>Title:</b>	Library Assistant (Senior School)
<b>Reports to:</b>	Senior School Teacher/ Librarian and Head of English
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"> <li>Library Team</li> <li>MBC students and staff</li> <li>IT Support</li> </ul>
<b>Employment Type</b>	Permanent Part Time (0.6 FTE)
<b>Work days/hours:</b>	7.5 hours/day, 8:00am to 4:00 pm Monday, Wednesday, Thursday
<b>Job Summary</b>	
The role of the Library Assistant is to provide information services that support the learning and teaching of all members of the College community, promote an enjoyment of literature and provide a secure, welcoming and stimulating environment.	
<b>Qualifications / Work Experience</b>	
Essential: <ul style="list-style-type: none"> <li>Working With Children Check</li> </ul> Desirable: <ul style="list-style-type: none"> <li>Cert 3 or 4 in Library and Information Science</li> <li>Experience of working in a library, archive or information service</li> </ul>	
<b>Personal Specifications / Essential Skills</b>	
<ul style="list-style-type: none"> <li>Accuracy, neatness and a methodical approach to clerical work</li> <li>Excellent communication skills</li> <li>Excellent customer service skills</li> <li>Knowledge of school library management and systems</li> <li>Skills and experience in using ICT (MS Word/Excel, Outlook, ClickView, TV4Education, Britannica, plagiarism checker)</li> <li>Proven ability to develop a strong positive rapport with students, staff and parents</li> <li>Proven administration and organisational capabilities</li> <li>Willingness to uphold and live the mission, vision and values of Mandurah Baptist College</li> </ul>	
<b>Key Tasks &amp; Responsibilities</b>	
<ol style="list-style-type: none"> <li>General: <ol style="list-style-type: none"> <li>General library duties including cataloguing, circulation, shelving, administration, book covering and library presentation (tidying and displays)</li> <li>Maintain accurate records of resources (stocktake)</li> <li>Manage counter, phone, and email enquiries</li> </ol> </li> <li>Staff: <ol style="list-style-type: none"> <li>Support teachers with resources</li> <li>Take bookings for use of library facilities</li> </ol> </li> </ol>	

3. Students:
  - a. Maintain an accessible and welcoming learning environment for students where they are valued and assisted with their information needs
  - b. Assist students in using a range of resources and technologies
  - c. Assist students with their devices (iPads), printing and passwords
  - d. Collect money from students for printing and photocopying services and submit collection to Accounts
4. Ensure compliance with MBC values, policies and standards
5. Follow reasonable directions in relation to Work Health and Safety
6. Any other duties as directed

Created on September 2021

Last Updated **13/12/2021**