

# Position Description

<b>Position Title</b>	<b>HPE Department Assistant</b>
<b>Department</b>	Corporate – HPE Department
<b>Reports To</b>	HPE Curriculum Leader
<b>Key Reports</b>	HPE Curriculum Leader, Year Level Leads, HPE Staff
<b>Overview</b>	<p>The HPE Department Assistant provides administrative, physical, and developmental assistance to the key personnel responsible for the organisation and management of the St Peters 7-12 Health and Physical Education Curriculum. This position will provide general office and clerical support for the HPE Department. This includes word processing, information organisation, community correspondence and staff administrative assistance. At times, this role will be the important first point of contact for the HPE Department. This includes student enquiries, liaising with other College departments, managing external suppliers emails and phone calls. The HPE Department Assistant is also responsible for the purchasing and ordering of new equipment for the HPE Department. This includes equipment for classes, staff uniforms, and enquiries related to external supplier hire and booking.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Liaise with the HPE curriculum leader and teaching staff within the department regarding organisation, set up and planning of concurrent curriculum activities.</li> <li>• Prepare equipment and venues for curriculum activities, including movement of equipment between the various storage spaces within the college.</li> <li>• Assist in the planning, preparation, and delivery of novel curriculum activities, including both ones run within or, off campus.</li> <li>• Carry out regular maintenance and safety checks of all HPE equipment, assets and HPE specific facilities in line with current WH&amp;S requirements.</li> <li>• Liaise on a regular basis with the college facilities team regarding upkeep and safety surround any HPE specific facilities.</li> <li>• Organise appropriate repairs/updates for HPE specific facilities and equipment.</li> <li>• Ongoing asset management, including stock-take and management of HPE equipment.</li> <li>• Ensuring the preservation and cultivation of a positive and inclusive office culture.</li> <li>• Manage the internal booking of facilities within school hours (gymnasium, weights room, courts, pool, ovals)</li> <li>• Other duties as determined by the HPE Curriculum Leader</li> <li>• Respect and uphold our Mission of “Excellence in Christian Co-Education” and our Christian Ethos:             <ul style="list-style-type: none"> <li>○ Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required.</li> <li>○ Demonstrates professional behaviours of trust, accountability, unconditional positive regard, open feedback, and communication.</li> </ul> </li> <li>• Uphold Code of Conduct and Valuing Safe Communities standards</li> <li>• Health and Safety:             <ul style="list-style-type: none"> <li>○ Take reasonable measures to protect their own health and safety and others.</li> <li>○ Follow all reasonable Health and Safety policies, guidelines and directions.</li> <li>○ If in a leadership position, additional accountability for operational</li> </ul> </li> </ul>

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	<p>management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.</p> <ul style="list-style-type: none"> <li>• Understand and uphold standards in policies and other reasonable directions as directed.</li> <li>• Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement.</li> <li>• Actively and effectively participates in reasonable directions provided.</li> </ul>
<p><b>Selection Criteria</b></p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p><b>Experience and qualifications</b>            SC1: Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision.</p> <p><b>Knowledge, skills and capabilities</b>            SC2: Must have strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.</p> <p>SC3: Must have strong communication skills - both oral and written (ability to relate well on phone and with staff and students).</p> <p>SC4: Applicants with a background and/or interest in working within an educational environment.</p> <p>SC5: Must have strong computer skills in all Microsoft applications and IT device proficiency.</p>
<p><b>Terms and Conditions</b></p>	<p><b>Classification</b> – School Officer Level 4.1  <b>Salary</b> – \$70,524 - \$74,223  <b>Tenure</b> – permanent, full time – term time – 40 weeks a year – 0.83 FTE  <b>Working Hours</b> – 7:30am – 3:30pm  <b>Terms and Conditions</b> – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
<p><b>Location</b></p>	<p>St Peter's Lutheran College – Indooroopilly            66 Harts Road            INDOOROOPILLY QLD 4068            All employees may be required to travel to different locations to fulfil the requirements of their position.</p>

<p><b>Professional Behaviours</b></p>	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peter's Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
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<b>Child Protection</b>	All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.
<b>Health &amp; Safety</b>	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
<b>Policies &amp; Procedures</b>	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> , and take the responsibility to maintain currency with these.
<b>Compliance Requirements</b>	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
<b>Other relevant information</b>	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at [www.stpeters.qld.edu.au](http://www.stpeters.qld.edu.au)

March 2025