



School Administration Vacancy
8.00am – 3.30pm Monday - Friday (35 hours per week)

We are seeking an Administration team member for the Golflands Campus office, commencing January 2022.

This position will appeal to an experienced administrator, previous school experience is preferable. Professional presentation, strong communication skills, initiative, attention to detail and skills with people will make you the ideal person for this role.

This position provides the opportunity to work in a very pleasant working environment providing a strong foundation of Christian values and character. All applicants must adhere to the Special Character and Christian values of the school.

The hours are 8.00am to 3.30pm Monday to Friday, term time only, (some holiday work will be required).

Completed application forms must be emailed to: Raewyn.Openshaw@elim.school.nz
Applications close 1st December 2021



a future and a hope!

Golflands Campus

Permanent

Monday to Friday 8am – 3.30pm



November 2021

Dear Applicant

Application for Admin Position at Golflands Campus

Thank you for your expression of interest in a position as an admin team member at Elim Christian College, Golflands Campus. In this information pack you will find the following:

- Covering letter
- Anticipated Timeline for Appointment
- Ideal Person Specification Sheet
- Elim Christian College Application Form
- Brief information on Elim Christian College
- Special Character information and Statement of beliefs

Your application must include the completed Elim Christian College application form, a CV and covering letter. Apart from anything else you may wish to include in your C.V we would like to see the following:

- a photo of you
- your employment history
- a **brief** but clear statement of suitability and any evidence indicating your ability to meet both the technical and Character requirements of the position
- an indication of who you are as a person, your activities, achievements, interests, hopes and dreams
- An outline of your Christian faith (this is most important as our Integration Agreement precludes us from appointing anyone who is not a practising Christian with an active relationship with Jesus Christ.
- Evidence of any qualifications

Referees: In the application form applicants are asked to supply the names and means of contact, for two referees. It is really important that referees are able to reply promptly by e-mail. The Board of Trustees is an equal opportunities employer and will appoint the best person for the position.

We look forward to receiving your application. If you have further questions regarding the position, please don't hesitate to e-mail us. You may email your application to: Raewyn.Openshaw@elim.school.nz

Yours sincerely

A handwritten signature in black ink, appearing to read "Murray Burton".

Murray Burton MNZM
Principal

Anticipated Timeline for Appointment

The successful candidate will be notified by phone as soon as is practically possible following the conclusion of interviews. If unable to immediately accept the position, the candidate will be given a maximum of 24 hours to reply. The nature of the reply will determine the committee's next step.

Ideal Person Specification Outline

The specifications mentioned below along with specific skills and experience we are looking for in the position applied for will form the basis for establishing criteria for selection. Should the appointments committee not be able to separate two candidates using the criteria mentioned, it reserves the right to select the best of its ability taking into account all possible information available to it at the time.

The successful candidate, for any teaching position at Elim Christian College, will be a person who:

- Has and genuinely lives by a strong set of Christian/Biblical values.
- Who is a born-again believer with a personal relationship with Jesus Christ as their Lord and Saviour, actively living as a Christian, basing their life on the Word of God and actively involved in a life-giving church.
- Of integrity who practices fairness, acts with flexibility and a strong sense of responsibility.
- Is committed to excellence in the broadest sense of the word, who has servant heart and will 'go the extra mile'.
- Is prepared to contribute to the extra-curricular dimension of our educational programme(s)
- Will interact positively with all ages, displaying warmth, sensitivity, a sense of humour and emotional intelligence. This position requires a person with strong pastoral care attributes.
- Is committed to their own on-going personal and professional learning.
- Is able to relate to all cultures within the community and in particular to support the dual nature of our heritage.
- With strong curriculum and student achievement focus, a proven track record of facilitating quality learning programmes, stimulating environments and effective use of assessment data and achievement outcomes.
- Is a confident, competent user of IT, embracing digital tools using e-learning strategies in their learning spaces and has a real willingness to engage in collaborative open learning environment.
- Demonstrates confidence and innovation in implementing educational change.
- Wants to make a positive difference in the lives of students, who knows how strategic their influence will be and who wants to invest in an educational setting designed to meet the needs of the whole person.



APPLICATION FORM – Permanent Monday to Friday 8am – 3.30pm School Office Admin

Personal Details:

Full name: _____

Residential Address: _____

E-Mail: _____ Phone: _____

Current Position: _____ Date of Appt: _____

Name of Current Employer: _____

Date and place of birth: _____

Marital Status: _____

Names and ages of children: _____

Nationality: _____

Please clearly outline the strengths you will bring to the position:

Training and Experience Relevant to this Position: (if not clearly outlined in C.V)

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK Immigration information

Are you a New Zealand citizen?

If not, do you have resident status, or a current work visa

Criminal Convictions

Have you ever had a criminal conviction? Yes / No

If "Yes", please detail:

.....

Have you ever received a police diversion for an offence? Yes / No

If "Yes", please detail:

.....

Have you ever been discharged without conviction for an offence? Yes / No

If "Yes", please detail:

.....

Do you have a current New Zealand driver's licence? Yes / No

Have you ever been convicted of a driving offence, which resulted in temporary or permanent loss of licence, or imprisonment? Yes / No

If "Yes", please detail:

.....

Are you awaiting sentencing, or do you have charges pending? Yes / No

If "Yes", please state the nature of the conviction/cases pending:

.....

In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment, and your ability to do the job? Yes / No

If "Yes", please detail:

.....

Have you ever been the subject of any concerns involving child safety or been the subject of a mandatory report to the Teaching Council of Aotearoa New Zealand (the teaching council) ? Yes / No

If "Yes", please detail:

.....

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to? Yes / No

If "Yes", please detail:

.....

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked, please specify the start and end dates	Employer's Name or reason for gap in employment	Position held	Reason for leaving

Training and Experience Relevant to this Position: (if not clearly outlined in C.V)

CHURCH BACKGROUND

1. **Church affiliation:**

Denomination: _____

Church attended: _____

Name of Pastor: _____

Are you willing for the Principal to contact the minister of your church for a personal reference: YES/NO

2. **Church Activities**

Please state church activities in which you are currently involved.

3. Christian Experience

Please give a brief account of your Christian conversion and experience.

4. Why do you wish to work at Elim Christian College?

REFEREES

Please list two professional, one character and one church leadership referees

Name	Organisation	Position/Relationship	Email	Mobile

AUTHORITY TO APPROACH OTHER REFEREES:

- I authorise the Board, or nominated representative, to approach persons other than the referees, whose names I have supplied, to gather information related to my suitability for appointment to the position.
- I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

I am aware that the Principal is required by law to obtain a Police Vet for all staff employed at the Elim Christian College.

- For the purposes of this appointment, I give permission for the Appointments Committee to obtain relevant information. All material will remain confidential to the Appointments Committee.
- I have read the Elim statement of faith below
- I confirm I can authentically adhere to the statement of faith

The Statement of Faith of The Elim Church of New Zealand (Inc)

The Elim Church of New Zealand (Inc) stands for and teaches:

The Bible

We believe that the Bible is the inspired Word of God, and that none may add to or take away from, except at their peril.

The Trinity

We believe that the Godhead eternally exists in three persons, Father, Son and Holy Spirit and these three are one God.

The Church

We believe that the church consists of all persons who have been regenerated by the Holy Spirit and made new creatures in Christ Jesus.

The Saviour

We believe that all have sinned and come short of the glory of God, and that through the death and risen power of Christ all who believe and confess Jesus as Lord can be saved from the penalty and power of sin.

The Healer

We believe that our Lord Jesus Christ is the Healer, and that healing is provided for in the atonement.

The Baptiser

We believe that the Lord Jesus Christ is the Baptiser in the Holy Spirit, and that this Baptism with signs following is promised to every believer.

The Coming King

We believe in the personal return of our Lord Jesus Christ to receive unto Himself all born again believers.

The Fruit

We believe that every believer on the Lord Jesus Christ as Saviour should produce the ninefold fruit of His Spirit, as in Galatians 5:22-23.

The Gifts

We believe that the church should claim and manifest the nine gifts of the Holy Spirit, as in 1 Corinthians 12:8-10.

The Ministry

We believe that God has given some Apostles, and some Prophets and some Evangelists, and some Pastors and Teachers, for the perfecting of the saints for the work of the ministry, and for the edifying of the body of Christ. Ephesians 4:11-12.

Marriage and The Family

We believe in the beginning God created the first human beings in his own image, equal before God as persons, and distinct as male and female. Genesis 1:27

We believe these differences reflect God's original design and are intended for human self-conception and human flourishing. We believe that every person is loved by God as they are and redeemable by grace through faith alone. We believe God's purpose is for every person to know Him, love Him and to be conformed to the image of Jesus His Son.

We believe that marriage is the biblical, moral and spiritual union of one man and one woman to the exclusion of all others, voluntarily entered into for life. We believe God intended marriage to be a partnership of mutual love, respect and honour, and that it is the biblical context for God's gift of sexual intimacy. We believe that marriage between one man and one woman is the ideal and God-intended context in which to conceive and raise children. Genesis 2:24

The Minister

We believe that the Minister must live a life which displays adherence to the teachings of the Bible and Elim's statement of faith. We believe that the minister must live a life worthy of our Lord Jesus Christ by living in accordance with standards of biblical morality and Christ-like character, and by seeking to grow in the knowledge of God. We believe that the standards of Biblical morality dictate that a minister must not engage in sexual immorality, including sexual relationships outside of the marriage relationship, or homosexuality, a minister must not be a thief, a coveter, a drunkard, a person who secures money or favours by intimidation or the misuse of authority, or a worshipper of idols. A minister must not marry any persons or other than a heterosexual couple. Colossians 1:10, 1 Corinthians 6:9-10

The Future State

We believe in the resurrection of the dead, the eternal happiness of all true believers in Christ, and the eternal punishment of all Christ rejecters.

The Ordinances

We believe in the following Ordinances: Partaking of the Lord's Supper in memory of our Lord's death and anticipating His imminent return; Baptism by immersion for believers; The Laying on of hands; The Anointing of the Sick with oil.

Name:.....

Signature:

Date:



SPECIAL CHARACTER STATEMENT

Elim Christian College is a Christian School established for Years 1 to 13, founded to provide for the educational needs of Christian families and present the message of the gospel to children and the community within the context of Biblical truth and practice as recognised by adherents of the evangelical Christian faith. The same Biblical truth and practice encourages a mission perspective. Parents and students are expected to support the Special Character of the School

The Special Character of the School is determined by the faith system made up of the Christian beliefs, values and lifestyle of the Elim Church of New Zealand Inc. who shall have the right to determine from time to time what is necessary to preserve and safeguard that Special Character.

The School is a caring community built on Christian beliefs which permeate all aspects of School life. These beliefs recognise God's purposes as revealed in the Scriptures and in the risen Lord Jesus Christ. They are dynamic and determine the purpose and content of the curriculum in a changing community.

These beliefs encompass all aspects of the School and permeate the mind and heart of each member of the School community. It is expected that all staff members and members of the Board of Trustees will demonstrate unqualified commitment to the School's Special Charter.

The objective of Elim Christian College is to pass on to students the truth that all creation is subordinate to the Will of God as expressed in the Scriptures; that all truth finds its meaning and centre in God and that God gives purpose and hope to individuals as well as His creation by virtue of the redemptive work of Jesus Christ. It is the redemptive work of Jesus Christ, communicated by the Holy Spirit operating in the human individual that gives substance to intellectual, physical, spiritual, ethical, emotional, social and aesthetic development.

The curriculum, including all the New Zealand Curriculum Statements, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning in the School.

Implicit in the curriculum is the development of Christian ethical values exemplified by the Ten Commandments and Christ's Sermon on the Mount. These values are the foundation for personal and social peace, just government, responsible citizenship, compassionate neighbourliness, wise parenting and a responsible attitude to creation. Such Biblical values also recognise that a life of self renouncing love is one of liberty.

SPECIAL CHARACTER AIMS & OBJECTIVES

The Special Character of Elim Christian College is determined by these guidelines and objectives and it is within these that the Principal and Staff operate.

- To teach and nurture the Christian faith whilst upholding the Elim Church special character.
- To develop in students a Christian philosophy of life, values and standards.
- To provide a quality education where the whole person is developed in a whole of life context, through a wide-range of educational endeavours.
- To enable each student to achieve personal excellence in a wide range of Curriculum subjects.
- To equip students for leadership, work and service in the community.
- To value staff through a supportive and affirming environment.
- To foster a Christian environment that draws church, home and college together.
- To foster a warm, friendly, open, disciplined environment, demonstrating respect for authority and all people and to reflect in our practices respect for staff and others.
- To provide quality facilities and equipment in a modern, contemporary environment.

BACKGROUND INFORMATION FOR APPLICANTS

Elim Christian College is a vibrant learning community impacting the whole person and providing a seamless quality education founded on a Biblical World-view and based on sound Christian principles. The Special Character of the School is determined by the faith system made up of the Christian beliefs, values and lifestyle of the Auckland East City Elim Church.

BRIEF HISTORY

Elim Christian College was established on site in 1995 and integrated into the state school system in 1997, with Elim Christian Centre as the proprietor. The establishment of a Christian school for children of Elim Christian Centre was part of the original vision.

UNIQUENESS

Situated in an attractive rapidly growing east Auckland suburb Elim Christian College is focused on high expectations for student achievement, participation and character development. The school actively promotes high standards in a positive, caring and well-disciplined environment. With great students (5–18 years) and excellent staff diverse in background and united in purpose, the atmosphere is vibrant, collegial and innovative. Through the vision of our Proprietors we have superb facilities and the ability to facilitate growth. Through our Board of Trustees, we have influential direction. Through our staff we aim to inspire student achievement of the highest degree and through our students we expect to significantly contribute to every sphere of society.

For a number of years the college has had huge enrolment application waiting lists. At the same time the Elim Christian Centre with whom we share the property has experienced significant growth in congregation size. Inevitably this has meant very two successful organisations both wanting to expand on the same small piece of land. An effective pathway of expansion was not forthcoming despite much strategic planning. Finally in 2009, following positive discussions with the Ministry of Education regarding the use of crown land in Golfland Drive, the Proprietors submitted an application for an increase to the maximum roll. Despite initial opposition from the local MOE the Minister then granted the college an increase from 500 to a new maximum of 1000 students.

Since the Mangatepopo tragedy of April 15, 2008 in which six of our students and a teacher died, we have been acutely aware of the favour we have had with government. Through God's grace our profile has been such that we believe it has directly influenced and significantly assisted us in gaining approval for our expansion plans.

On 7th February 2012 we celebrated the opening of the new Elim Christian College Golflands Campus, 2018 Elim Christian College opened a third campus at Mt Albert. This was an exciting development in the Elim Education journey. Elim Christian College is one school across three sites.

Golflands Campus: Years 1 – 10

Botany Campus: Years 11 – 13

Mt Albert Campus: Years 1-13

VISION STATEMENT

Elim Christian College community aims for each student to be inspired, responsible, academically and practically skilled life-long learners, living their Christian values and exploring their God-given potential, to achieve personal excellence for God's glory.

ARISE to a future and a hope.

MISSION STATEMENT

Elim Christian College community provides a Christ-centred education for the preparation of students for effective leadership and service, while persevering faithfully for personal excellence to God's glory.

GENERAL AIMS

Elim Christian College community (staff, parents, guardians, caregivers, whanau) seeks:

- To provide an excellent Christian education, developing well-balanced young people with a view of life shaped and unified by GOD'S WORD.
- To promote and teach the lordship of JESUS CHRIST, the fullness of the HOLY SPIRIT and the ultimate authority of GOD'S WORD in all aspects of the school and life in general.
- To facilitate excellent stewardship of spirit, mind and body, where the whole person is developed in a "whole of life" context producing disciples who are released in their God-given gifting and calling.
- To enable each student to achieve personal excellence in a wide range of educational endeavours.
- To cultivate servant leadership in students and equip them for work and service in the world of the twenty-first century, having a Christian philosophy of life, values and standards.
- To provide high quality facilities and equipment, in a warm, friendly, open, and disciplined environment.

Elim Christian College aims to provide a stimulating environment and programmes which:

- contributes knowledge, skills and experience relevant to contemporary society
- engenders school spirit and a sense of community where there is respect for the dignity of each individual (made in the image of God), and where self-esteem, self-discipline, diligence, initiative, tolerance and caring are actively fostered
- provides a balanced Biblical World View curriculum providing a wide range of subjects and learning opportunities
- acknowledges and respects the uniqueness of the individual assisting them to become culturally sensitive, caring, tolerant and accepting of others
- encourages students to become self-motivated and self-disciplined, committed to the pursuit of excellence and with high personal standards of endeavour and achievement, behaviour, manner and dress
- ensures there is effective communication between school and parents to enable home and school to work together

A.R.I.S.E

The heart of our college strategic plan is described by word **A.R.I.S.E.**

A	Achievement	We want all students to achieve their personal best
----------	-------------	---

R	Responsibility	We want all students to be self-disciplined, diligent citizens and life-long learners
I	Inspiration	We want all students to have fun learning, celebrate success with an attitude for excellence
S	Skills	We want all students highly skilled to make a significant contribution to society
E	(Elim) Christian Character	We want all students to have a foundation of biblical knowledge expressed vibrantly in Christian values and character

ELIM CHRISTIAN COLLEGE CURRICULUM

VISION STATEMENT

Elim Christian College community aims for each student to be inspired, responsible, academically and practically skilled life-long learners, living their Christian values and exploring their God-given potential, to achieve personal excellence for God's glory



PRINCIPLES

Consistent with a Christian World View
 High Expectations; Treaty of Waitangi; Cultural Diversity; Inclusion;
 Learning to Learn; Community Engagement; Coherence; Future Focus



VALUES

Respect for God, Self and Others
 Excellence
 Innovation, Inquiry, Curiosity
 Diversity
 Equity
 Participation & Community
 Ecological Sustainability

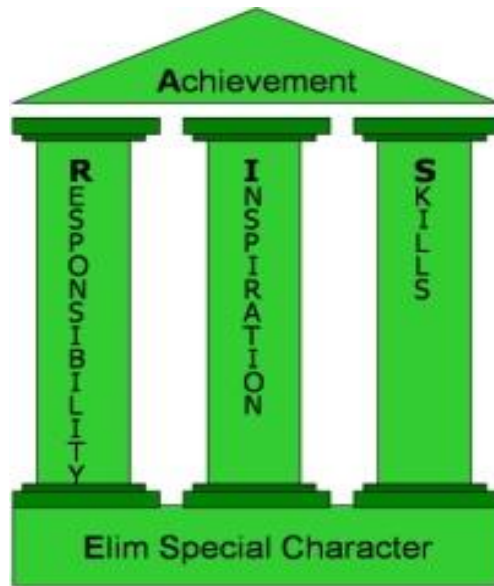
KEY COMPETENCIES

Achieve your best: key competencies
 Be **R**esponsible: managing self
 Be an **I**nspired thinker: thinking
 Use **S**kills: language, symbols and text
 Display **E**lim Christian character: relating to others, participating and contributing

LEARNING AREAS

Arts: Music, Drama, Visual Arts
 Christian Living
 English
 Languages
 Mathematics & Statistics
 PE & Health
 Science
 Social Science
 Technology

THE SCHOOL CURRICULUM



KEY COMPETENCIES

Achievement: In Y0-8 – reflected through the use of **language, symbols and text**

In Y7-13 – reflected through competency in the four areas below

Responsibility Managing Self	Inspiration Thinking	Skills Language, Symbols and Text	Elim Christian Character Relating to Others, Participating and Contributing
<ul style="list-style-type: none"> * Be a goal setter * Be reliable * Be an independent learner <p>▶ Developing a 'right place, right time' attitude</p>	<ul style="list-style-type: none"> * Think critically * Think creatively * Think reflectively <p>▶ Developing intellectual curiosity</p>	<ul style="list-style-type: none"> * Use language effectively * Use numeracy in context * Use symbols appropriately * Use ICT confidently <p>▶ Interpreting codes in a variety of contexts</p>	<ul style="list-style-type: none"> * Relate to others empathetically * Serve others willingly * Connect intentionally <p>▶ Interacting appropriately in a variety of contexts</p>

PRINCIPLES

All curriculum should be consistent with these statements

Christian Worldview	
The Curriculum reflects a Christian Worldview underpinning all areas of learning.	
High Expectations	The curriculum supports and empowers all students to learn and achieve personal excellence, regardless of their individual circumstances.
Treaty of Waitangi	The curriculum acknowledges the principles of the Treaty of Waitangi and the bicultural foundations of Aotearoa New Zealand. All students have the opportunity to acquire knowledge of te reo Maori me ona tikanga.

Cultural Diversity	The curriculum reflects New Zealand's cultural diversity and values the histories and traditions of all its people.
Inclusion	The curriculum is non-sexist, non-racist, and non-discriminatory; it ensures that students' identities, languages, abilities and talents are recognised and affirmed and that their learning needs are addressed.
Learning to Learn	The curriculum encourages all students to reflect on their own learning processes and to learn how to learn.
Community Engagement	The curriculum has meaning for students, connects with their wider lives, and engages the support of their families, whanau and communities.
Coherence	The curriculum offers all students a broad education that makes links within and across learning areas, provides for coherent transitions and opens up pathways to further learning.
Future Focus	The curriculum encourages students to look to the future by exploring such significant future-focused issues as sustainability, citizenship, enterprise and globalisation.

VALUES

Respect for God, Self and Others

'Love the Lord your God with all your heart and with all your soul and with all your mind.'

Matthew 22:36

'Love your neighbour as yourself.' *Matthew 22:39*

Excellence	<ul style="list-style-type: none"> ● by aiming to achieve personal best ● by persevering in the face of difficulties
Innovation Inquiry Curiosity	<ul style="list-style-type: none"> ● by thinking critically, creatively and reflectively
Diversity	<ul style="list-style-type: none"> ● as found in our different cultures, languages and heritages
Equity	<ul style="list-style-type: none"> ● through fairness and social justice
Participation & Community	<ul style="list-style-type: none"> ● for the common good
Ecological Sustainability	<ul style="list-style-type: none"> ● which includes good stewardship of God's creation
Integrity	<ul style="list-style-type: none"> ● which involves being honest, responsible and accountable and acting ethically