



Middleton Grange School

Middleton Grange School
30 Acacia Avenue
Christchurch 8041
New Zealand

Support Staff APPLICATION PACK

t: +64 3 348 9826 e: office@middleton.school.nz www.middleton.school.nz

CHARACTER

EXCELLENCE

SERVICE

FOR THE GLORY OF GOD

Job Title

CAREERS ASSISTANT & GATEWAY CO-ORDINATOR

Position

This is a *fixed term / part time* position commencing 1 February 2021
(and training between 30 November to 4 December 2020)

Applications are invited from applicants who are passionate about the learning of pupils and wish to be an integral part of Middleton Grange School. Applicants must be willing to uphold the Christian Special Character of the School and demonstrate a lifestyle in line with Christian character.

Documents Contained in the Pack

1. Application form – including Statement of Belief
2. Job Description
3. School Information can be found at the end of this document and the full School Charter and other information may be viewed on the school website www.middleton.school.nz

How to Apply

1. **Application Form and CV / Resume**
Complete the application and submit your CV / Resume
2. **Referees**
Provide the names of **two** people who know you well.
3. **Forward to**
The Principal, Middleton Grange School by the closing date.

Closing Date

4 pm, Friday, 6 November 2020

Following the creation of a short list of applicants, interviews may be held.



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Support Staff PERSONAL PROFILE

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| CHARACTER | | EXCELLENCE | | SERVICE | | FOR THE GLORY OF GOD | |
|---|---|----------------|------------------|----------------|--|----------------------|--|
| Position Applied For | CAREERS ASSISTANT & GATEWAY CO-ORDINATOR | | | | | | |
| Full Name | | | | | | | |
| Title | | | | | | | |
| Address (include Post Code) | | | | | | | |
| Add PO Box No if applicable | | | | | | | |
| Email | | | | | | | |
| Telephone Mobile | | Telephone Home | | Telephone Work | | | |
| Date of Birth | | | Country of Birth | | | | |
| Nationality | | | Marital Status | | | | |
| Official Information | | | | | | | |
| Have you ever been convicted for any criminal Act? | | Yes | | No | | | |
| If Yes, provide details (on a separate sheet if necessary) | | | | | | | |
| Have you ever worked or taught under a different name | | Yes | | No | | | |
| If Yes, provide details | | | | | | | |
| I authorise the Board of Trustees to undertake a Police Check. Privacy Protocols will be followed | | Yes | | No | | | |
| Vulnerable Children's Act 2014 | | | | | | | |
| <ul style="list-style-type: none"> Prior to your appointment you are required to provide 'Proof of Identity'. Forms of Proof of Identity include Passport photo, change of name documentation | | | | | | | |
| Completion of Application | | | | | | | |
| <ul style="list-style-type: none"> I testify that all the information shown on this page is accurate, complete and truthful. Failure to disclose information or inaccurate information may result in your employment being withdrawn. | | | | | | | |
| Applicant's Signature | | | | Date | | | |
| Please physically sign this form which may then be scanned and emailed to office@middleton.school.nz or mailed | | | | | | | |

Background

Provide details of any associations, groups, church that you belong to which you think may be of relevance to this position and Middleton Grange School

Comment on what you know about Middleton Grange School and what motivates you to apply for this position

What skills / experience do you have which would fit for the requirements of this position?

As Middleton Grange School is a Christian school, comment on how you would uphold this special character while working in this position

Resume – information to include

Please **submit your Resume** / CV and show the following information as appropriate.

Qualifications.

1. Include all qualifications in addition to the year they were attained and the institutions they were conferred that are of direct relevance to this position

Employment

2. Please provide details of your current and previous employment including name of employer, date commenced, date finished, and a brief description of the responsibilities involved

3. **Additional Information**

Please provide details of any personal attributes you feel contribute to your success in this position

Referees

Confidential Referee's Report to be completed and returned by the closing date by two people who know you well

| | | | | | | |
|--|--------|--|------|--|------|--|
| Name | | | | | | |
| Occupation | | | | | | |
| Your relationship with this person | | | | | | |
| Telephone | Mobile | | Home | | Work | |
| | | | | | | |
| Name | | | | | | |
| Occupation | | | | | | |
| Your relationship with this person | | | | | | |
| Telephone | Mobile | | Home | | Work | |
| | | | | | | |
| Additional person who knows you well and can attest to your ability to competently fulfil this position. | | | | | | |
| Name | | | | | | |
| Occupation | | | | | | |
| Your relationship with this person | | | | | | |
| Telephone | Mobile | | Home | | Work | |

Supporting Statement – Special Character

Middleton Grange School bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired and inerrant Word of God. These teachings are expounded in many of Middleton Grange School's public and internal documents, both printed and on the School's website. These documents inform our understanding of the lifestyle values which staff who work in the School are required to respect and maintain at all times.

All support staff of Middleton Grange School, regardless of their role, are required to be seen to conduct themselves in a manner consistent with these principles and beliefs and in accordance with the Christian values of the School, thus providing a specifically Christian role model and example to all the families associated with the School.

It is a requirement of Middleton Grange School that staff members, including support staff, must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of Middleton Grange School.

I **agree** with the Biblical principles of conduct as defined by the Special Character of the Middleton Grange School and will uphold these.

I **do not agree** with the Biblical principles of conduct as defined by the Special Character of Middleton Grange School but will uphold them out of respect for the Special Character nature of the School

Applicant's Signature

| | | | |
|-----------|--|------|--|
| SIGNATURE | | Date | |
|-----------|--|------|--|

Please physically sign this form which may then be scanned and emailed to_office@middleton.school.nz or mailed

Statement of Belief

Middleton Grange School Statement of Belief



1. The unity of the Father, the Son and the Holy Spirit in the Godhead.
2. The Sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and trustworthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of human nature since the fall, rendering humankind subject to God's wrath and condemnation.
5. Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ, the Incarnate Son of God.
6. The bodily resurrection of Jesus Christ from the dead, His ascension, His mediatorial work and His personal return in power and glory.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting repentance toward God and faith in Jesus Christ.
8. The indwelling and sanctifying work of the Holy Spirit in the believer.
9. The one holy, universal church, which is the Body of Christ, to which all true believers belong and in which they are united through the Spirit.
10. The resurrection of the body, and life everlasting.