



# Application Guidelines

Payroll Officer 2025

**extraordinary**





## Motto

*Fortiter in Re,  
Suaviter in Modo*

Firm in Principle,  
Gentle in Manner.

## Our Vision

Inspiring and equipping hearts, hands and minds for a world of possibilities.

## Our Mission

We aim to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment, empowered by the love of Jesus Christ. We seek to inspire young people to actively engage in lifelong learning, achieve their best and become global citizens who serve with an open heart.

## What We Value

- Our compassionate and connected community.
- Serving others in response to the love of God.
- Nurturing high quality teaching and learning.
- Excellence in a spirit of humility and grace.
- Creativity and innovation.
- Caring for the environment as stewards of God's creation.
- A global perspective shaped by hope and courage.
- Resilience in embracing challenges.
- Our unique heritage.

# Background

## The College

Concordia College has a rich history as an academic and caring school, encouraging and supporting young people to be successful, independent learners.

Our school was established in 1890 in Murtoa, Victoria as a boys' college and training ground for future pastors and teachers. Fifteen years later, it moved to Highgate, a beautiful leafy suburb just 5km south east of Adelaide's CBD.

In 2016, Concordia College and St John's Lutheran School in Highgate, joined together as one College (ELC to Year 12). We amalgamated with St Peters Lutheran School at Blackwood, adding a third campus in January 2023.

- St Peters Campus, Blackwood – ELC to Year 6
- St John's Campus, Highgate – ELC to Year 6
- Concordia Campus, Highgate – Year 7 to Year 12

The ongoing development of the IB curriculum framework, the Australian curriculum, SACE, VET and the continuing exploration of new ways to use digital technologies in support of student learning are important components of the Strategic Plan of Concordia College. All students have access to a digital device. Current enrolment is approximately 550 students from ELC – Year 6 and 900 students from Years 7 – 12.

## The Curriculum Frameworks

### ELC

The Early Learning Centres (ELC) provide a safe and nurturing environment and is the first step into education at Concordia College from 3 years of age.

### YEARS R – 6

The Primary Schools offer the International Baccalaureate Primary Years Programme (IB PYP). It aligns with the Australian Curriculum.

### YEARS 7 - 10

The Middle School has offered the International Baccalaureate Middle Years Programme (IB MYP) since 2000. It aligns with the Australian Curriculum.

### YEARS 11 - 12

Students complete the South Australian Certificate of Education (SACE). VET opportunities are supported.

These curriculum frameworks all promote student-centred learning and the development of independent learning skills designed to equip young people with life-long qualities that extend beyond the classroom into the community. Many school-organised service activities support this.

# Unlocking Futures

## Inspiring students to achieve their personal best

The world for our learners is rapidly changing. The way in which human beings work, learn, socialise, interact with the environment and connect with others and technology, in both their local and global communities, is constantly transforming. Young people who are creative, problem-solvers, collaborative, resilient, and ethically and critically aware will be best placed to explore the possibilities that exist in their worlds.

The purpose of our Unlocking Futures learning framework is to embed key learning principles into our learning and teaching, programs and practices that empower students to develop the knowledge, capabilities and dispositions to flourish in their worlds, both now and in the future.

This Framework puts best practice methodology at the centre of every class, by every teacher, in all learning environments across ELC-12.

Unlocking Futures benefits every student through three key intentions:

### Connecting Learners

to learning experiences that are collaborative, consistent and connected to local and global communities. These experiences are grounded in authenticity and relevance.

### Empowering Learners

to be partners in shaping their learning through voice, choice and action.

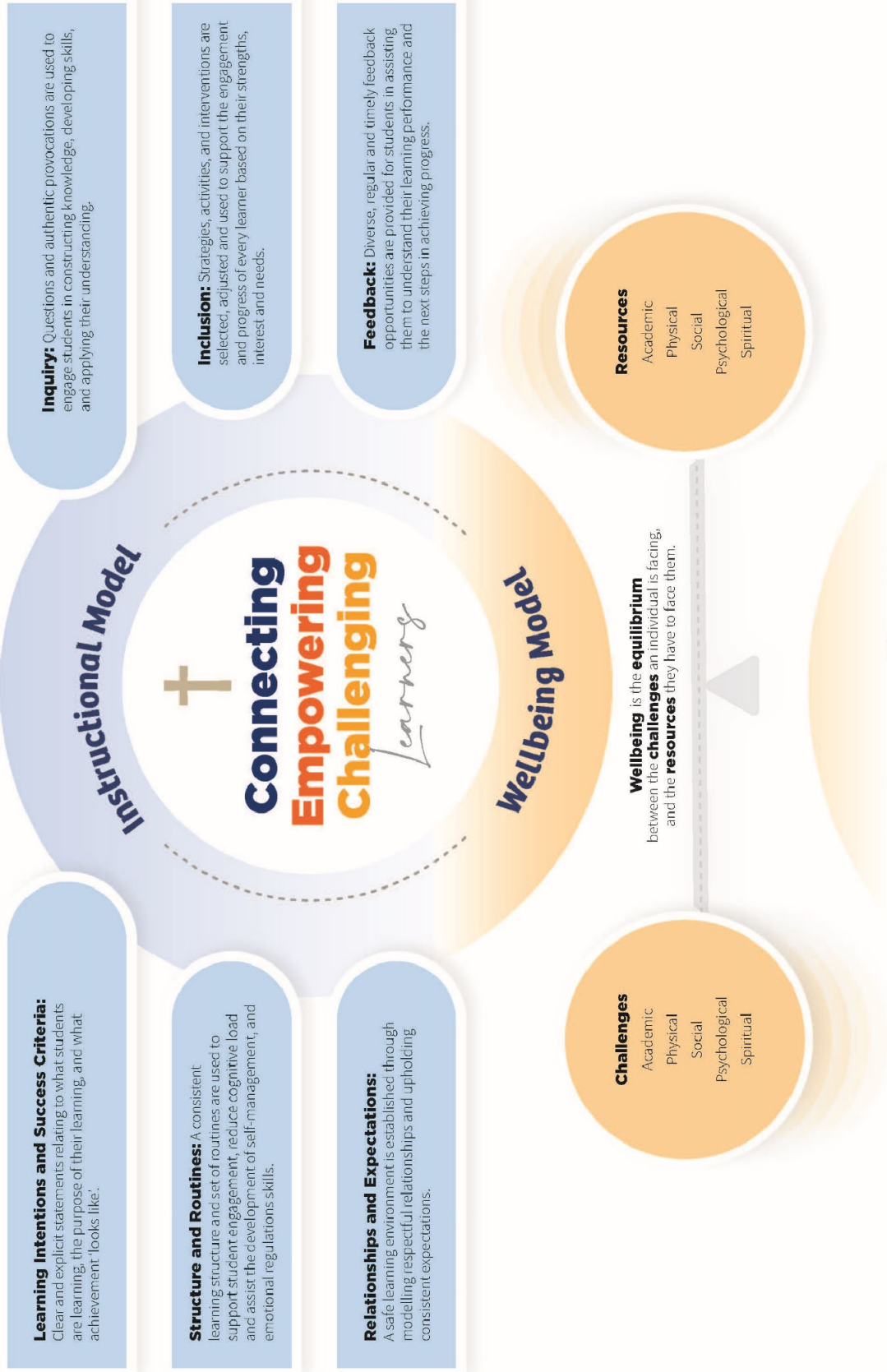
### Challenging Learners

to take risks and overcome obstacles. This is facilitated through developing and engaging students' strengths, interests and wellbeing strategies.





# Learning Well



# Position Overview

## **Lutheran School Officer**

A Lutheran School Officer at Concordia College provides high quality, professional, inspiring and innovative assistance within a supportive community whose values are underpinned by the values and ethos of Lutheran education. The Lutheran School Officer's priority is to ensure that support is carried out within the context of the Mission, Vision and Values of the College.

Student wellbeing and engagement in learning is vitally important in the development of students. The vision for the College's Instructional Model is to embed key learning principles into our teaching and learning philosophy, programs and practices, to empower students for now and the future. It is the role of the Lutheran School Officer to support these expectations.

## **Lutheran School Officer – Payroll Officer Ongoing, part-time – 20 hours per week Commencing Monday 28 April 2025**

The College is seeking an experienced and dedicated Payroll Officer to join our Finance team. An exciting opportunity with this vibrant College awaits the right candidate. This is a busy, high-volume and friendly environment that will suit an organised person with a great eye for detail and plenty of team spirit.

The Payroll Officer is responsible for the ongoing preparation of fortnightly payroll and associated salary records, including superannuation, pay as you earn taxation, other salary deduction records and returns.

The Payroll Officer will be responsible for ensuring accuracy in the calculation and input of data, maintain associated salary records including superannuation, taxation (PAYG), maintain staff leave records, and keep abreast with current accounting and financial management of payroll, especially relating to the education environment.

An expectation of the role is to carry out the duties of the position in a manner that enhances the standing of the College in the community. The ability to present professionally and maintain friendly interactions while following procedures will be essential.

Having experience working in a school environment, while not essential, will be viewed favourably.



# Applications

The Role Description and Application Form for this position can be accessed on the College website, [www.concordia.sa.edu.au](http://www.concordia.sa.edu.au), under 'About' / 'Employment'. If there are any questions about the position or the application process, please contact Reception, who can put you in touch with the appropriate person.

**Applications close 9.00am Monday 3 March 2025, however applications will be considered as they are received, so please apply as soon as possible.**

Applications will be accepted via email only to [employment@concordia.sa.edu.au](mailto:employment@concordia.sa.edu.au). Please quote "Payroll Officer – Your Name" in the subject line of your application email.

Applications should be addressed to:

Mr Paul Weinert  
Head of College – Concordia College  
24 Winchester Street  
Highgate SA 5063

Applications should include the following:

- a completed Concordia College **Employment Application Form** (available from the College website)
- a brief **covering letter** outlining your interest in undertaking the advertised position, addressing the selection criteria outlined in the Role Description
- an up-to-date **resume** which includes a chronological summary of qualifications and positions held
- please attach a copy of your current RRHAN-EC, WWCC, First Aid and other relevant certificates.



# Selection Process

The selection panel regards the selection process as a confidential two-way communication process involving applicants and the panel.

The selection panel reserves the right to contact relevant referees contained in the application form and any who have not been nominated by the applicant. Applications that are incomplete may not be considered further.

Applicants will be selected for interview by the selection panel based on the assessment of their written application and details included in the general application form completed by all candidates.

Applicants selected for an interview will be provided with additional information prior to the interview.

Applicants should be aware that interviews will be conducted at the Concordia College on dates to be determined by the selection panel. Interviews with interstate applicants will be conducted via video call.

In the first instance the respective merits of each of the applicants will be assessed against their written application. The interview panel will assess responses to questions asked at the interview, and performance on any other task which may form part of the selection process.

The selection process will be conducted by the selection panel with complete confidentiality.

Applicants should note that they may be required to undergo medical and/or psychological assessment prior to being appointed to the position.





# extraordinary

Visit [concordia.sa.edu.au](http://concordia.sa.edu.au)  
Highgate and Blackwood — ELC - Year 12

**St John's Campus (ELC-Year 6)**

20 Highgate Street  
Highgate SA 5063  
t. 08 8271 4299  
CRICOS: 00360J

e. [mail@concordia.sa.edu.au](mailto:mail@concordia.sa.edu.au)  
w. [concordia.sa.edu.au](http://concordia.sa.edu.au)

**St Peters Campus (ELC-Year 6)**

71 Cumming Street  
Blackwood SA 5051  
t. 08 8278 0800  
CRICOS: 04084C

**Concordia Campus (Year 7-Year 12)**

24 Winchester Street  
Highgate SA 5063  
t. 08 8272 0444  
CRICOS: 00360J

**Firm in Principle, Gentle in Manner**

