

St Peters Lutheran College

Recruitment and Selection Process:

- Should a position become vacant, we advertise the position internally, on our website and externally on Seek.com, Teachers.on.net and The Courier Mail.
- Applications are invited from suitably qualified and enthusiastic people to fill our vacant teaching and non-teaching positions, which are listed below.
- A closing date is provided for all positions to ensure a fair process. Applications received after this date, will not be accepted, unless discussed with the Human Resources before the closing date.
- On the day after the closing date, the short-listing process commences.
- During this time, an interview panel Chair (must be a Senior Administrator) and two other members (usually the person the role will report to and a staff member from the specific department) will be appointed. There are 3 on our panel and the full names and positions of the panel members will be communicated to the candidates that go to interview.
- Those short-listed will be contacted to arrange an interview.
- Those not short-listed will be advised by email.
- Once interviews are concluded, an offer will be made to the successful candidate on the completion of two positive reference checks.
- The full recruitment process for a position can take up to 2 weeks to finalise from start to finish – depending on the amount of applications received.
- On accepting a position, Human Resources will forward you further induction information.

Application Requirements:

- Covering letter
- Address the specified Selection Criteria in the position description
- An updated Curriculum Vitae outlining employment history
- Full name, address and contact details
- Copy of academic transcripts and professional qualifications
- Current Queensland Teacher Registration (for all teaching roles)
- Current Blue Card (for all non-teaching roles)
- The names and contact details of two professional referees who may be contacted in confidence. One of the referees must be one of your direct Supervisors.

Applications should be addressed to:

Human Resources Recruitment

PO Box 111

Indooroopilly Qld 4068

Or by email: jobs@stpeters.qld.edu.au

The successful candidates must be suitably experienced Christian educators and possess the desire and ability to implement whole of school values, policies, practices and objectives. Our staff are encouraged to be a part of the co-curricular programs. We also have many benefits and incentives for our staff ...

Thank you for your interest in our College and we wish you every success in your future employment.