

## JOB DESCRIPTION

**Position:** Creative Arts Assistant (Permanent Term Time Only)

**Appointed by:** The Principal

**Report Directly to:** The Head of Creative Arts

**Commencing:** Term 1 2026

### Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

**Position Overview:**

The Creative Arts Assistant is responsible for supporting the day-to-day operations of Creative Arts subject areas, ensuring the safe preparation, organisation and maintenance of materials, equipment and learning environments.

Experience in working with Food Technology/Hospitality and Visual Arts teachers and/or industry expertise would be advantageous.

The successful applicant will:

**Responsibilities**

- Assist in maintaining a safe and hygienic working environment in accordance with WHS, food handling regulations and MSDS documentation
- Monitor and manage stock levels, including ordering and receiving supplies. This will involve carrying supplies and equipment to and from storage and work areas
- Maintain accurate records of food and materials used and assist with budgeting and purchasing.
- Stock food cupboards and refrigerators using stock rotation principles
- Prepare a variety of foods according to staff order instructions, following approved procedures
- Prepare and set up resources for teacher demonstrations and student practical lessons in Creative Arts subject areas. This includes weighing and measuring ingredients according to food order requirements as well as preparing art materials such as clay, paper, and paints
- Operate, maintain and clean specialist equipment including kiln, pugmill and kitchen appliances. Use equipment safely and effectively
- Organise, maintain and clean teaching spaces and storage areas
- Launder linen regularly to maintain a fresh supply
- Support staff in the organisation of student exhibitions including printing, framing, installing and documenting student artworks
- Assist with research and materials preparation for HSC Major Projects
- Support staff by sourcing, preparing, and distributing materials and equipment as needed.

**Essential Attributes**

- Strong organisational and time management skills with the ability to prioritise tasks
- Knowledge of safe food handling practices and WHS protocols in both food and art environments
- Ability to work both independently and collaboratively as part of a team
- Practical skills in using kitchen and art equipment, including ovens, kilns, pugmills, and printers
- A proactive and flexible attitude towards supporting a dynamic Creative Arts faculty
- Attention to detail and care in preparing, maintaining, and handling resources and student work
- Willingness to learn and adapt to evolving technologies, materials, and teaching practices.

All staff are expected to act professionally at all times, to be supportive of the Christian ministry of the School and to be loyal to the Principal and publicly supportive of her decisions.

**Working Conditions**

- This position may necessitate some out-of-hours work on weekends and evenings
- Employment will be subject to the provisions of the
- Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025, or any industrial agreement that replaces that award

**Dr Julie Greenhalgh**

**Principal**

July 2025