

Terms of Employment

This document outlines the terms of employment offered by Koonwarra Village School.

Name of employee:	
Position:	Administration Assistant
Commencement date:	As soon as possible after the acceptance of this offer.
Location:	20-26 Koala Drive, Koonwarra, Vic 3954
Basis of Employment:	Permanent Part Time
Hours:	Average of 14 hours per week in 2019 Average of 21 hours per week from 2020
Days of work:	To be agreed with the Principal, responsive to school operations
Hourly Rate:	\$29 per hour + Super
Superannuation:	9.5%
Leave Entitlements:	Personal Leave - 10 days per year (pro-rata) Annual Leave – 4 weeks per year (pro-rata)
Annual Leave Loading:	Paid within the hourly rate @ 1.3426% There will be no overtime allowances, benefits or bonuses paid.
Taking Leave:	All leave (other than Personal Leave) must be taken at a time that is convenient with the operations of the school.
Employment requirements:	A current Working With Children Check must be maintained at all times.

A valid drivers licence

Compliance with policies & procedures

All Koonwarra Village School employees are expected to follow the policies and procedures of the School as well as conduct themselves in a manner that is consistent with the principles and values outlined in the Philosophy. All employees of KVS are required to adhere to the Child Safe policies and sign a KVS Staff Code of Conduct.

Acceptance

The successful candidate will be expected to sign the Terms & Conditions

I accept the offer of employment and agree to the conditions as stated in this contract.

Signed _____

Date _____

SAMPLE