

Quick reference guide: ancillary job applications

We have a range of ancillary roles that are vital to our schools and preschools, ranging from classroom support to office administration. Roles are advertised on [Edujobs](#) as they arise throughout the year.

This quick reference guide has been developed to provide you with useful information to help you to put your best foot forward when applying for an ancillary or support positions in one our schools and preschools

Let's start with what you need for your application

Found a job you are interested in? Here is what you will need to apply:

A written statement – also known as a cover letter or application document. This will explain your suitability for the position and needs to be written to specific criteria (essential requirements) outlined for the role.

A Resumé – also known as a CV or curriculum vitae. This should outline your personal strengths and provide short summaries of your work history and achievements.

Referees – this is a list of people who can vouch for your capabilities at work. A referee should be able to talk to your strengths, skills, and experience in relation to the opportunity that you are applying for. One of the referees must be your current line manager.

Before you begin

There are steps to take before you begin your application:

review the job advertisement, noting the closing date and time, as well as any word counts prescribed for your written statement and resumé.

check whether you need to submit any additional documents with your application, such as a working with children check.

advertisements for ongoing roles will have a link to a job and person specification. Download this and carefully read it to assess if your skills and capabilities meet the **essential requirements** (usually about six specific criteria). If the document in the advertisement is a shortened expression of interest, you will need to reach out to the contact person for the full job and person specification.

find out more about the site you are applying to - check their website to gain insights into their





have someone else proofread and give feedback.
include your name and contact details on each page (at the top or bottom in the header or footer).
Convert your document to PDF before attaching.

Common job advertisement terms

We recommend that you take the time to familiarise yourself with the following terms:

essential/key criteria - attributes or skills you must have to be considered for the position.
desired criteria - attributes or skills the employer would like you to have for the job, but you can still be considered without them.
knowledge - you know how to do something, including understanding possible legislation and policies that may be relevant.
demonstrated/proven - you have done the skill/activity/task previously.
thorough/sound/high level - indicates an advanced level of experience.
evidence - give examples.
line manager - the person you report to (i.e. your boss).

What to expect after you've submitted an application

the panel will review applications after the close date.
you will receive email notification advising whether you have or haven't been shortlisted.
if you've been shortlisted, you will likely receive an invitation to attend an interview and the specific details of the interview.
the panel may contact referees.
after the interview you will receive notification of the outcome.

Got more questions? Contact the school you are applying to or contact:

People and Culture

[Log a job through edHR](#)

Phone: 8226 1356 | 8am to 5pm Monday to Friday (closed public holidays).

Email: