

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 context and special interest programs.
- call the nominated person on the job advertisement if you have questions about the role or the site.
- talk to your current manager about your intention to apply.
- don't leave your application to the last minute - allow time for drafts and for other people (e.g. your line manager) to help you.



The written statement

Consider the following when preparing your written statement, which will form part of your job application:

- begin with an introductory line that states which job you are applying for.
- make it easy for the panel. Little things like including your name and the role in the footer of each page, readable font size, clear headings and correct punctuation will make your application more readable.
- the rest of your application needs to be specifically written to address all the essential criteria for the role. You will find a list of the criteria in the job and person specification document (this is a downloadable file attached to the advertisement).
- if you cannot see the criteria, phone the contact person on the advertisement and ask for assistance.
- you might like to use the criteria as headings within your letter.
- underneath each heading, explain **how** you meet the criteria and provide examples and outcomes.
- you might like to use the STAR model, i.e. what was the Situation, the Task, Action and Result. Taking this approach to providing examples and specifically what your role was may help to demonstrate how you meet the selection criteria.
- keep to the word count; 1500 words for a permanent position, 500 words for an expression of interest.
- schools seek staff who will be a good cultural fit for their site, so it is a good idea to explain how your values align with the school's values.

Example response to criteria

Criteria states 'providing literacy support to students, both individually and in groups'. Example response could be:

Providing literacy support to students, both individual and in groups

I currently assist teaching staff in the conduct of educational programs by completing a range of classroom support activities which contributes to the achievement of educational outcomes of students, specifically in the area of literacy and numeracy. When supporting students (on a 1:1 basis and in small groups) I understand the importance in enhancing their abilities and learning achievements. I do this by developing, selecting and modifying routines and activities to suit individual and/or group requirements. A key element is to widen and expand the learning scope of the students through developing and maintaining their interest. For example, I utilise alphabet cards and require the students to identify and write letters. The students are then asked to draw pictures of objects that start with these letters. I have received positive feedback from teaching staff on my ability to extend the learning of students using these strategies.

The Resumé

Your resumé is a key opportunity to highlight your strengths and abilities, and entice the person recruiting to invite you for an interview. Consider the following when preparing your resumé:

- your resumé should outline your personal strengths, employment history and provide short summaries of your qualifications, abilities, and achievements.
- it should complement your application letter, rather than repeat everything in it.
- there are many resumé templates available online.

Things to include in your resumé

- your full name, address, and contact details.
- relevant education and qualifications.
- relevant professional learning or courses.
- recent employment history.

Things you do not need to include in your resumé

- your age.
- personal details like your marital status, number of children and hobbies.
- employment history from more than 10 years ago that is not relevant to the role you are applying for.
- a photo.

Referees

- check how many referees are required for your application (it will say this on the job and person specification attached to the advertisement).
- it is mandatory one of the referees is your current line manager.
- choose people who will be able to talk about your work as it relates to the advertised position.
- make sure you ask the referees that you intend on nominating before you apply and let them know about your progress.
- it may be helpful to provide your referees with a copy of the job specification document and your application.

Writing style tips for application letters and resumé

The following tips are to help you when writing your application and resumé:

- use language you are comfortable with – no need for fancy words.
- be clear and concise.
- use 11 or 12-point fonts.
- attention to detail is important.
- proofread and use a spell check.

- 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.

Contact details

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: education.hr@sa.gov.au