



Expectations of Non-Teaching Staff

St Luke's Grammar School is a Christian school within the Anglican tradition. Non-Teaching Staff at St Luke's Grammar School are expected to act with the highest standards of integrity, professionalism and diligence to ensure a supportive culture is promoted.

Non-Teaching Staff at St Luke's Grammar School will:

- Support the ethos and values of the School.
- Work constructively with others in a supportive culture of trust and open communication.
- Fulfil all duty of care responsibilities.
- Support the professional reputation of colleagues, respect confidentiality and raise matters of serious concern with the appropriate authority.
- Respond appropriately, and support the decisions made by School management.
- Communicate with parents professionally and in a timely manner.
- Value and develop collaborative relationships with members of the School community.
- Fulfil additional duties requested by the School.
- Attend School functions as required.
- Be punctual to work and adhere to the appropriate length of breaks.
- Understand and employ all School policies pertaining to the operation of the School.
- Respect the privacy of all members of the School community and exercise sound judgement in handling sensitive information and situations.
- Actively participate and contribute positively to any group of which they are a member.
- Abide by all regulatory OH&S policies and guidelines.
- Adopt a professional and appropriate manner in respect to dress, appearance and conduct.