



Administration Officer

Type of employment	Part-time (0.6FTE) (22 April 2025)	Location	Springwood Campus
Tenure	Permanent	Classification	SOC31-4 (\$32-\$35per hour)
Closes	30 March 2025	Contact	P: 07 3287 6222 E: apply@calvarycc.qld.edu.au

About Us

Calvary Christian College is a ministry of Real Life Christian Church with students from Childcare to Year Twelve and campuses located in Springwood and Carbrook. Our College has been developed on strong Biblical foundations and is committed to unleashing the potential of our staff and students through:

- Exceptional Learning
- Authentic Discipleship
- Vibrant Community

Role Overview

This role is responsible for providing Administration Support to the Head of School.

About you

- You are innovative, organised and driven to deliver.
- You are passionate about providing a high level of service, transforming lives and will be fully invested in the College, its mission and its intent.
- You are an active listener and a leader who builds strong positive relationships with our community.

Responsibilities

This role will:

- Provide administrative support for the daily operations of the Junior School. Duties will include administrative support for events, camps, excursions, photo days, minute taking, coordinating of communication material, parent and student liaison.
- Support the coordination of relief staff and assisting relief staff at the beginning of each day
- Assist in the administering of First Aid to students who visit the Health Hub (sick bay)
- Take ownership of designated administration processes and ensuring the needs of the team are met.
- Support the advancement and transition to working collaboratively in the electronic environment.
- Within the College's routines, methods and procedures effectively communicate with students, staff and other stakeholders in a way that reflects the College's values, including when some discretion and judgement are involved.
- Within the authorised scope of the role and in accordance with the College's policies and procedures, provide general administration support within the office environment.
- Participate in staff daily devotions and College worship sessions.



Selection Criteria

1. Demonstrated competence in providing exceptional administration support to internal and external stakeholders.
2. Demonstrated capacity to utilise digital platforms (including Microsoft Teams) for the purpose of supporting teaching and learning and keeping records.
3. Demonstrated strong interpersonal skills and a capacity to quickly develop authentic relationships.
4. Outline how your faith and beliefs align with ours as a Christian College.

Location

This role is based across our Springwood Campus.

For more information on our College, please visit our website at www.calvarycc.qld.edu.au

Staff Benefits

Calvary employees can access a range of benefits including but not limited to:

- An attractive remuneration package which includes annual pay increases, increased superannuation entitlements and paid parental leave.
- Discount on student tuition.
- Salary sacrificing benefits including novated leasing.
- Access to free and confidential counselling and support services.
- On site short and long day care services (Carbrook) and a pre-prep service (Springwood and Carbrook).
- Be part of a vibrant community including regular events, worship, devotions and prayer groups.

Application Process

Applications are to be submitted by email to apply@calvarycc.qld.edu.au and are to include a cover letter and resume. In your cover letter, **in no more than two pages**, answer the selection criteria above. Applications that do not respond to the selection criteria will not be considered.

On appointment the applicant will also be required to acknowledge acceptance of the College's Statement of Beliefs and Staff Lifestyle Agreement. These documents can be obtained by visiting our [website](#). Applicants will also be asked to provide evidence of possession of a current Working with Children Blue Card.



Working at Calvary Christian College

Your Employer

The Principal and CEO (under delegation by College Council) appoints and is responsible for the employment of Calvary Christian College staff.

The College's Expectations

- Staff members are committed Christians, involved in regular worship, and active in expressing their faith through their lifestyle.
- Staff members subscribe to the aims of the College and are committed to the Christian values of the College (see prospectus).
- Staff members pray daily with colleagues and students and participate in the worship activities of the College.
- Staff members work within the authority structure of the College (Council; Principal; Executive Staff) and actively support the policies of the College.
- Staff members work to help students develop a Christian vision of life so that they become effective stewards of the creation.
- Staff members participate in the College's strategic planning and professional development activities and attend the annual Staff Retreat.
- Staff members can be required to work on either campus according to the needs of the College.

Privacy

- In applying for this position you will be providing Calvary Christian College with personal information.
- If you provide us with personal information it will be used to assess your application. You agree that we may store this information.
- We will not disclose this information to a third party without your consent. We may disclose this kind of information to the following types of organisations: Board of Teacher of Registration or government departments such as the Police Department for a criminal record check.