



Purchasing Officer

Type of employment	Part-Time (0.6FTE)	Location	Carbrook
Tenure	Permanent	Classification	SOC4
Closes	20 July 2026	Contact	P: 07 3287 6222 E: HR@calvarycc.qld.edu.au

Our Vision

Every Calvary graduate is a fearlessly authentic learner with faith for the future.

We encourage and enable our students to develop agile minds, a sense of compassion for others, and the courage to act on their beliefs, while equipping them for life-long success as resilient, resourceful and responsible citizens with faith for the future.

Role Overview

The Purchasing Officer is responsible for coordinating and performing activities involved with purchasing a diverse range of goods for the College and providing administration support for the College's uniform shop.

About you

- You are passionate about engaging in an authentic Christian community.
- You are able to work as part of a collaborative high performing team and contribute to business related projects.
- You are skilled, authentic and innovative in your approach to meeting your responsibilities.
- You have a proven ability to keep sensitive information confidential, use sound judgement, and discretion.
- You can work independently and take initiative to achieve the desired outcomes in a timely manner.
- You have excellent time management, an attention to detail and a capacity to plan and organise work under pressure.
- You have a sense of ownership and investment in the College, in its mission and intent.
- You demonstrate a continuous improvement mindset.
- You possess strong interpersonal and verbal communication skills with the ability to establish an authentic rapport and collaborative working relationships with all stakeholders.

Responsibilities

You will be responsible for:

Purchasing

- Ensuring that all purchasing is conducted in accordance with College Policies and Procedures.
- Provide assistance with sourcing materials, goods, and products.
- Update and maintain records of all orders ensuring received stock is noted upon delivery.
- Communicate order and delivery confirmations with staff who have requested the order.



- Inspect deliveries and report any faulty items or inconsistencies immediately.
- Liaise with suppliers. Follow up delays, back orders and part shipments.
- Ensure all deliveries are distributed to the correct location in a timely manner.

Bus Operations

- Manage the use of the bus booking system (currently Rollcall) by drivers, students and parents.
- Liaise with students and parents regarding use of the bus and parent app.
- Process manual charges for student travel when required.
- Undertake collection of outstanding bus fares
- Manage the bus routes, adjusting runtimes and stops as needed.
- Assist with processing college bus bookings and liaise with drivers and external contractors to ensure all bookings have been assigned a bus and driver.
- Assist with organising routine and adhoc bus maintenance and inspections.

Other

- Prepare and monitor the ordering and distribution of cafe vouchers for Carbrook and Springwood
- Perform other administration and office duties, as required.
- Participate in staff daily devotions and College worship sessions.

Selection Criteria

1. Strong, vibrant Christian faith and commitment to mission.
2. Excellent attention to detail with high quality data entry and typing skills.
3. Ability to clearly communicate both verbally and in writing in a way that reflects our customer service mindset within our organisation.
4. Current industry experience in delivering the responsibilities outlined above.

Location

This role is an across campus position primarily based at the Carbrook Campus. Intercampus travel will be required when needed.

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, support and advisory 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 current professional registration/s and qualifications outlined in your resume.



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.