



Administrative Assistant

- **Work in the beautiful Whitsundays**
- **Strong team support**
- **Positive Christian environment**

Our Prep to Year 12 College is a non-denominational, co-educational day school that provides quality learning experiences for our young people within a supportive and caring Christian environment.

The Administrative Assistant will provide a range of services that support and complement the academic, social and welfare aspects of teaching and learning.

Hours of Duty: 6:30am – 11:30am, Monday to Friday (Term Time)

The successful applicant will:

- Be a person of Christian faith and integrity
- Commit to the College Ethos, Mission, Vision, Policies and Procedures of Whitsunday Christian College as they relate to the scope of the position
- Be highly motivated and organised in planning and administration
- Hold a current Positive Notice Blue Card for Child Related Employment
- Enjoy working with children and young people
- Deal patiently with students of differing abilities
- Communicate simply and clearly
- Have a current Christian church leader as a referee

Applicants should be able to serve within the ethos of a Christian School.

Applications for this position must be submitted using the *Non-Teacher Application* form, which can be downloaded from the College website. A copy of the position description is also available on:

<http://www.whitsunday.qld.edu.au/employment>

Please submit applications (including a resume with three professional referees including one from your church pastor) to Mr Mark Ogilvie, Principal.

Applications close Tuesday, November 24, 2020.

Please send your completed Non-Teacher Application form to:

The Principal
Whitsunday Christian College
PO Box 967
Cannonvale QLD 4802
mark.ogilvie@whitsunday.qld.edu.au