



Alta-1 College QLD
Relief Administration Assistant
Looking for candidates who are interested in Relief work
Expected Term 4, 2024 Commencement
Caboolture, Queensland

In Brief

Alta-1 College QLD is calling for applications from talented and motivated Administrators who are passionate about *Changing Lives One at A Time* by providing outstanding exceptional administrative support to a growing school community.

About Alta-1

Alta-1 offers learning pathways to disengaged students across Australia. Our classroom programs deliver solutions that include community involvement, therapeutic and education outcomes.

Alta-1 is committed to changing the lives of disengaged students through a journey of belonging, self-transformation and offering hope for the future. A sense of belonging and safety live at the heart of Alta-1.

Every student is empowered to gain life skills to support growth on their journey as individuals. The vision that drives Alta-1 is for our students to grow and succeed in life. Christian values underpin our call to "change one life at a time".

About Alta-1 College QLD

Alta-1 College QLD is a multi-sited, independent, Special Assistance School located in South-East Queensland. Presently the College caters for approximately 75 young people aged 15-19 over two locations in Caboolture. The College has an outstanding staff team of full and part-time staff and is growing.

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.

See www.alta-1.com.au for more information.

The Opportunity

This is an opportunity for a talented and motivated administrator with a heart for providing excellence in service to staff, students and parents of a small school community. The successful applicant will join a small and vibrant team of administrators. They will be responsible for delivering top-class administrative support to the college staff, students, families and key stakeholders. The successful applicant will align with the college administrative ethos to capably and passionately serve the administrative needs of the college community. The college currently requires a relief Administration Assistant. This position will report directly to our Administration Officer.

About you

Essential requirements to be considered for the role

- A practicing Christian who is committed to maintaining a lifestyle consistent with Christian Profession.
- Passionate about helping disadvantaged young people to improve their lives
- Be an outstanding first point of contact for the college
- Provide exceptional support to the Administration Officer
- Competently and diligently undertake a wide variety of college administrative duties
- Previous experience working with young people
- Willingness to learn, be challenged and grow in a collaborative team environment
- Outstanding interpersonal and communication skills



- The holder of a current valid Blue Card (or ability to obtain one)
- Willingness to undergo a Nationally Coordinated Criminal History Check

Benefits of working for Alta-1 College

- Salary based
- Be at the forefront of helping to deliver an outstanding alternative education program to educationally disengaged young people
- Work in a small, but growing team environment to deliver life-transforming opportunities for students

How to apply

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply. To be considered, your application **must** include a cover letter addressing the selection criteria, a current resume, the names of three referees and a currently dated written reference from your pastor.

Please submit applications via email to admin@alta-1.qld.edu.au addressed to Mrs Karen Clarke.

For further information regarding this role, please contact Administration on (07) 5301 8008 or 0400 988 902.

Applications are due no later than 9:00am Monday 2nd September 2024.

N.B. the College reserves the right to appoint this position prior to the closing date for applications listed above.

Privacy Notice

1. In applying for this position, you will be providing Alta-1 College QLD with personal information. We can be contacted by phone at (07) 5301 8008, or by email at admin@alta-1.qld.edu.au
2. If you would like a copy of the Employment Collection Notice or Privacy Policy, please email admin@alta-1.qld.edu.au.

Please refer to the Selection Criteria for more complete details.

Administration Assistant Selection Criteria

Essential

- Demonstrated personal faith and commitment to the Lord Jesus Christ.
- Demonstrated ability to work with and learn a variety of computer programs. (Preferably knowledge of Synergetic and SEQTA/or equivalent)
- Demonstrated ability to work as part of a close-knit and dynamic team
- Demonstrated passion for and commitment to working with at-risk adolescents
- Relevant qualifications and/or experience directly relating to the role.
- Outstanding interpersonal and communication skills (written and verbal)
- Demonstrated familiarity with, and competency in using, the Microsoft Office Suite
- Demonstrated ability to manage a high demand of administration tasks.
- Demonstrated ability to provide excellent support to management.
- Proven record of self-motivation, efficiency and professionalism.
- Current valid Blue Card (or ability to obtain one)
- Able to meet the requirements to be granted a Nationally Coordinated Criminal History Check.
- Current motor vehicle driver's licence.

Desirable

- Previous experience in School Administration.
- Prior experience working with at-risk adolescent students.