



Now hiring

# ADMIN OFFICER-ENROLMENTS



Marrara Christian College is seeking an admin professional to join our front office team! Work at the school, helping families and students. Serve as the point of contact for new student enrolments, exits and transfers. Support our front office team with general office admin work, events and promotional material. Apply now to support our students and school community. Adventure Awaits!

**T2025 START**

## WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 11.5% Super Contribution
- Long-Service Leave, pro-rata, after five years
- Tuition discounts for staff children\*
- Salary Sacrificing and health care corporate rates\*
- Relocation assistance\*
- Ongoing professional development
- Funded Masters degree through NICE\*
- Additional paid maternity leave
- Access to staff wellbeing program

\*Conditions apply

## APPLY NOW

 [ntchristianschools.com.au](https://ntchristianschools.com.au)

 [humanresources@ntchristianschools.com.au](mailto:humanresources@ntchristianschools.com.au)

## JOB DESCRIPTION

<b>Job Title:</b>	Administration Officer – Enrolments
<b>Job Type:</b>	Full-time
<b>Salary Classification:</b>	AO1.1 – AO3.4
<b>Junior Employee Rates</b>	A junior employee is paid at the following percentage of the appropriate adult rate: Under 17 – 50% 17 years old – 60% U18 18 years old – 70% U19 19 years old – 80% U20 20 years old – 90% U21
<b>2025 salary Range:</b>	\$57,618 - \$76,262 depending on qualifications and experience Plus, superannuation contribution of 11.5% of your annual salary
<b>Annual Leave:</b>	6 weeks annual leave
<b>Location:</b>	Marrara Christian College
<b>Reporting to:</b>	Office Manager
<b>Date advertised</b>	January, 2025

### Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff devotions and leading student devotions and prayer time and through the sharing of your personal testimony. In addition, staff offer a reflection of their own growing relationship with Christ, which is itself affirmed by living a life consistent with the teaching of the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the school.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

### **General Expectations**

Our staff at Palmerston Christian College take their duty to provide a high-quality teaching and learning program seriously. The consistent academic results and family-like school culture are evidence of the care and commitment of staff. PCC desires to support students and staff in being lifelong learners, assisting them to engage in continuous growth and development, seeking to make positive changes in the world around them.

The Administration Officer (Enrolments) provides comprehensive administrative support as part of a front-office team, while collaborating with staff, parents, and students as needed. Acting as a primary point of contact for families, this individual plays a key role in shaping the initial and final impressions that parents and students have of the College. The Administration Officer (Enrolments) is integral to guiding families through the enrolment process, offering a warm and welcoming experience that aligns with the College's values. Additionally, the role supports the College's marketing efforts by creatively promoting enrolments through various media channels, producing engaging publications, and contributing to the strategic direction of the College's promotional initiatives. This position requires both creativity and enthusiasm to effectively engage with the community and drive enrolment success.

These responsibilities and duties are underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, Christ-centred and safe work environment.

### **Key Duties and Responsibilities**

- To effectively witness to the beliefs articulated in the Company's Policies of NT Christian Schools by modelling an authentic life of faith lived in accordance with those beliefs, and with general Christian principles.
- To contribute to the spiritual life of the school by leading or otherwise assisting in the conduct of religious services and otherwise engaging in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies).

- To model an appropriate Christian lifestyle in and out of school, acting at all times consistently with the beliefs articulated in the Policies and Procedures of NT Christian Schools.
- Demonstrate excellent communication skills, written and verbal.
- Maintain the capacity to be an active team member and work collaboratively.
- Experience in, or willingness to learn, technology including computers, online platforms and data management software.
- Proactively engage with prospective families and all new students, facilitating introductions, tours, transfers and collecting and maintaining information.
- Maintain and archive completed student enrolment files and all data related to entries, exits, and transfers, working promptly and professionally, communicating with excellence.
- Updating records, completing data entry tasks and information retrieval, including medical alerts and attendance logs.
- Complete all census data requirements in collaboration with the systems office payroll, finance teams.
- Use school information management system to communicate to families and staff.
- Assist with internal and external communications related to the school, including creation, upkeep and distribution of information, maintain strict confidentiality when appropriate.
- Support the running of the front office including, answering phone calls, receiving and sorting mail, scans, faxes, greeting and directing visitors and supporting student requests.
- Partner with school staff to organise and run special events, school camps and fundraisers.

### **Selection criteria**

#### ***Essential:***

- A committed Christian actively involved in your local church.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.

#### ***Desirable:***

- Experience working in a school setting.
- Experience with administration work including data entry and data managements.
- Experience in Technology One, Canvas, Compass, Edval, e-pass or similar information management systems.

### **Further Requirements:**

- Must hold a valid Working with Children (Ochre) Card.
- Must have a valid NT police check within the last 12 months, or invoice of order for one.
- Must hold a current NT Driver's License.
- Must hold a current First Aide Certificate or a willingness to obtain.