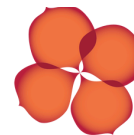




Now hiring

# OFFICE MANAGER / EA



NT  
CHRISTIAN  
SCHOOLS



MARRARA  
CHRISTIAN  
COLLEGE

APPLICATIONS ARE PROCESSED AS THEY ARE RECEIVED

Marrara Christian College is looking for a new Office Manager and Executive Assistant to help lead in our school community! The Office Manager/EA will support the Principal of the school with any administration needs, while leading a front office team, interacting with staff, students and family daily. Experienced administrative staff with experience are encouraged to apply now! Support our students and our school community. Adventure Awaits!

**IMMEDIATE START OR AS NEGOTIATED**

## 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\*
- Access to the Teacher Training Hub
- Ongoing professional development
- Annual OTT conference
- 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>	Office Manager / Executive Assistant
<b>Job Type:</b>	Full-time
<b>Salary Classification:</b>	NT Christian Schools AO4.1 – AO4.6 scale
<b>2025 Salary: (Full-time)</b>	\$80,025 – \$91,686 (6 weeks AL) dependent on qualifications and experience. Plus, superannuation contribution of 11.5% of your annual salary, pro-rata
<b>School:</b>	Marrara Christian College
<b>Responsible to:</b>	Principal
<b>Year advertised</b>	Feb. 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.

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**

Marrara Christian College seeks to be a learning community where parents and staff partner together, and where students are nurtured through a loving, biblically based school curriculum to build their faith, character and desire to serve. We desire to be a Christian community, learning together to live life as God intended, offering hope for the world.

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.

### **Primary role**

The primary role is to assist in the efficient running of the front office and to provide executive assistance to the Principal.

### **Specific Responsibilities**

#### *Office Manager Duties*

- Manage the administration team including employment interviews, training and induction, performance appraisals, pay summaries
- Organise training and professional development opportunities for administration staff
- Oversee major college events, such as Marrara on Show, Parent/Teacher Conferences, annual Thanksgiving Service, Whole College Assemblies, Information Evenings
- Coordinate the weekly internal information bulletin, which informs staff of all the “Happenings” in the upcoming week
- Participate in and organise school level marketing and promotions, staff social events
- Oversee the production of the student yearbook
- Liaise with the newsletter editor regarding content of the weekly newsletter, which is emailed to all parents, students and teachers
- Oversee the content of the college website and social media sites
- Assist on the front desk and administer first aid as required
- Provide NT Christian Schools Head Office with accurate Accident and Incident Reports for all incidents involving students or staff, in a timely manner, and follow up as required
- Populate and publish college calendars and rosters

#### *Executive Assistant Duties*

- Provide executive assistance to the Principal
- Organise agendas and supporting documentation for weekly executive meetings, monthly council meetings and regular staff meetings. Take Minutes and follow up as required
- Ensure policies are reviewed and updated as per the review schedule
- Screen calls, and manage the Principal’s daily diary
- Ensure all outgoing correspondence is accurate and professional, as per the style guide
- Arrange interviews, provide welcome packs and organise induction for new staff
- Assist the Principal with Annual Reports for the Council, Board and for NT and Commonwealth Governments
- Other duties as directed by the Principal

### **Selection Criteria**

#### *Essential*

- Ability to reflect the Christian faith underpinning the school, as articulated in the Policies and Procedures of NT Christian Schools.
- Be a committed Christian actively involved in your local church
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Christian Schools Company' to help prepare teaching programs that have a biblical perspective and deliver significant educational outcomes for students.

- A commitment to quality Christian care for families.
- Ability to practice, deliver and contribute to religious education.
- Display confidence when dealing with others along with well-developed written and verbal communication skills
- Set priorities, plan workload, meet deadlines and achieve objectives through the efficient use of time
- Demonstrate relevant experience with Microsoft Programs such as Word, Excel and Outlook
- Experience in providing executive support and assistance at a senior level
- Capacity to work independently with minimal direction and collaboratively in a team environment
- Demonstrate trust, openness and respect when dealing with people
- Ability to demonstrate compassion and integrity in approach to work and people
- A commitment to provide a high quality of service to the community

*Desirable*

- Experience working in a school
- Experience in a managerial or executive assistant position

**Education and Training**

*Essential*

- Diploma in Business Administration or relevant qualification
- NT Working with Children Ochre Card
- NT Drivers' Licence
- First Aid Certificate