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YEARS

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RECEPTIONIST - EXECUTIVE ASSISTANT

PART TIME



ARALUEN
CHRISTIAN
COLLEGE



NT
CHRISTIAN
SCHOOLS

Araluen Christian College is seeking a professional Receptionist Executive Assistant to join our dynamic team. In this role, you will be the welcoming face of our school, managing front-office operations and providing vital administrative support. We are looking for an organised, proactive individual who upholds Christian values and is committed to fostering a nurturing, respectful environment. If you have strong communication skills and a passion for supporting educational excellence, we invite you to apply and become part of our vibrant community.

Apply now with your interest to join us in 2025.

WHY WORK WITH US

- Ten 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*
- Ongoing professional development
- Annual OTT Conference
- Additional paid maternity leave
- Access to staff wellbeing program

*Conditions apply

APPLY NOW



ntchristianschools.com.au



humanresources@ntchristianschools.com.au

JOB DESCRIPTION

Job Title:	Receptionist – Executive Assistant
Job Type:	Part-time 0.4FTE
Salary Classification:	AO2.4 – AO3.4
Junior Employee Rates	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
2025 Salary Range:	\$62,185- \$70,161 full time OR 0.4FTE equivalent, depending on qualifications and experience. Plus, superannuation contribution of 11.5% of your annual salary
Annual Leave:	10 weeks
Location:	Araluen Christian College
Reporting to:	Principal
Date advertised	March, 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

As committed Christians, Araluen's staff and teaching team do not view their jobs as simply earning a living, but as opportunities to make a difference in the lives of the children with whom they interact. They believe that students are individuals and endeavour to love, nurture, help, protect and prepare them through positive teaching. At Araluen Christian College, our teaching strategies are based on the concept of formational learning – an approach which helps students respond with their head, heart and hands. Our goal is to help them learn about God's world and to find their hope in Christ.

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 position of Receptionist-Executive Assistant reports directly to the Principal and assists other members of the college as required while primarily located at the front desk. The Receptionist-Executive Assistant serves as the primary point of contact for all internal and external stakeholders pertaining to the college as well as all visitors, deliveries and phone calls and emails to reception.

As the first point of contact for the office, the role requires an ability to exercise sound judgement in a variety of situations, have strong administrative, organisational, written and verbal communication skills, a high regard for confidentiality, professionalism and the ability to maintain composure whilst managing multiple priorities.

The Receptionist-Executive Assistant must have the willingness and capability to work independently and as a contributing member on team projects. They will be effective in their production of work, manage a busy Principals Calendar with accuracy and handling confidential matters with a high level of discretion.

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.
- Administer first aid and demonstrate high level duty of care to students.
- Establish and follow work health and safety procedures, including first aid and fire warden responsibilities, maintaining inventory, office cleanliness and event planning.
- Manage staff meeting minutes, newsletters and social media accounts.
- Monitor library resources from time-to-time.
- Perform a variety of other administrative or support services as directed.

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.
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Christian Schools to prepare an environment and culture of biblical perspective enhancing significant outcomes for students.
- Must have at least 3 years' experience as a receptionist EA or similar.
- Maintains a high-level confidentiality and discretion with information.
- Have the ability to multitask, prioritize complex demands and maintain composure under stress.

Desirable:

- Experience in Technology One, Canvas, Compass, Edval.

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.