



Now hiring



**NT
CHRISTIAN
SCHOOLS**

EXECUTIVE ASSISTANT TO THE CEO

FULL TIME | 2026 START

NT Christian Schools is seeking a highly capable, relational and mission-minded Executive Assistant to the CEO to join our System Office team in Berrimah. This pivotal role sits at the heart of our organisation, serving as the first point of contact for our CEO and providing high-level executive, administrative and relational support across our school system.

NT Christian Schools is a growing network committed to Christ-centred education and the flourishing of students, staff and communities across the Northern Territory. As Executive Assistant, you will help advance this mission by supporting strategic leadership, coordinating governance processes, managing complex communications and ensuring the CEO is equipped, prepared and supported in every aspect of their work. The Executive Assistant is also responsible for manning the reception desk; receiving incoming calls, visitors and mail.

You will thrive here if you are a proactive professional with strong communication skills, a warm and welcoming presence, and the ability to stay calm, organised and confident in a dynamic environment.

WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 12% 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
- ELC fee discount of 80% for your own children
- Additional paid maternity leave
- Access to staff wellbeing program

*Conditions apply

APPLY NOW



ntchristianschools.com.au



humanresources@ntchristianschools.com.au

JOB DESCRIPTION

Job Title:	Executive Assistant to the CEO
Job Type:	Full-Time
Salary Classification:	AO4.0 – AO5.3
2025 Salary Range:	\$80,025 - \$99,833 depending on qualifications and experience. Plus, superannuation contribution of 12% of your annual salary.
Annual Leave:	6 weeks annual leave
Location:	Berrimah System Office
Reporting to:	CEO of NT Christian Schools
Date advertised	November 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 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 organisation.

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

NT Christian Schools is a recognised school system and the System Office plays a key role in ensuring that teaching and learning and corporate services are all managed for our school system as efficiently and effectively as possible.

The relationship between our staff and students is nevertheless uppermost in our minds, as we endeavour to provide the best corporate services possible to allow that relationship to flourish and for school communities to live out our mission and values.

The system office also plays a key role in relationship building and promotion to government departments, members of parliament and national associations such as CEN.

Primary Role

The position of Executive Assistant reports directly to the CEO and assists other Executives at the Berrimah Systems Office as required while primarily located at the front reception desk. The Executive Assistant serves as the primary point of contact for all internal and external stakeholders pertaining to the office of the CEO as well as all visitors, deliveries, 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. In dealing with a variety of stake holders and information you must hold a commitment to confidentiality, professionalism and have the ability to maintain composure while managing multiple priorities.

The 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 CEO's Calendar with accuracy and handle confidential matters with a high level of discretion.

Responsibilities and Duties

Executive Leadership Support

- Act as a trusted advisor and gatekeeper to the CEO, exercising sound judgment, initiative, confidentiality and discretion in managing sensitive matters.
- Anticipate the needs of the CEO, ensuring they are fully briefed, prepared and supported for all meetings, commitments and strategic activities.
- Manage a dynamic and complex calendar, ensuring clear communications and objective alignment with organisational priorities and strategic plans.
- Prepare high-quality correspondence, documents, reports and briefing notes on behalf of the CEO for both internal and external communications.
- Lead the coordination of executive projects, initiatives and events, ensuring deliverables are met, stakeholders remain engaged and appropriate communications are delivered consistently.

Board & Governance Support

- Coordinate all aspects of board and committee meetings in partnership with the Company Secretary.
- Complete the timely collation, review and quality control of board papers, departmental reports and leadership report submissions.
- Facilitate communication with board members, ensuring professionalism, clarity and alignment with governance requirements.
- Support governance processes including travel coordination, documentation, compliance schedules and confidential records management.

Stakeholder & Relationship Management

- Serve as the first point of contact for senior leaders, government departments, external partners and school community members engaging with the CEO.
- Represent the CEO at internal and external events where appropriate.
- Uphold organisational values in all interactions while fostering strong, collaborative relationships.
- Communicate effectively on behalf of the CEO with diplomacy, cultural sensitivity and clarity.

Operational & Administrative Excellence

- Oversee the front-of-office environment to ensure a welcoming, professional and well-managed reception for visitors, partners and community stakeholders.
- Support any part-time receptionist assistants to ensure smooth reception operations and administrative consistency.
- Manage incoming communications, including confidential emails, phone calls, meeting requests and documentation.

- Develop and maintain efficient administrative systems, digital filing processes and workflows to enhance organisational effectiveness.

Financial & Resource Management

- Process and reconcile CEO-related expenses, invoices, purchasing and credit card transactions with accuracy and compliance.
- Coordinate travel plans, itineraries and related logistics for the CEO and accompanying parties.
- Maintain accurate financial records in line with organisational policies.

Office Coordination & Culture Support

- Work as the first point of contact for all incoming visitors and communication while located in the reception area.
- Ensure the System Office environment is well maintained, hospitable and aligned with the organisation's values.
- Maintain office, copy and first aid supplies, archiving systems, meeting room readiness and coordination of office activities.
- Support internal culture through coordination of office-wide events, celebrations, devotions and holiday plans.
- Support productive relationships with a demonstrated ability to work independently and as part of a team, with people at all levels of the organization.
- Administers calendars and schedules for meeting rooms and company car.

Additional Duties

- Undertake other responsibilities as delegated by the CEO in response to organisational needs.
- Maintain a high level of confidentiality, professionalism and alignment with the mission and values of NT Christian Schools in all activities.
- Assist in project management for special initiatives, events, meetings and gatherings.

Selection Criteria

Essential

- Be a committed Christian actively involved in your local church.
- Maintain a high degree of professionalism, judgement, discretion and confidentiality at all times.
- Have the ability to multitask, prioritize complex demands and maintain composure under stress.
- High-level written and oral communication skills and the ability to communicate and liaise effectively, respectfully and with respect to confidentiality at all levels, both internally and externally.
- Advanced knowledge, skills, and abilities with Microsoft Office software (Outlook, Word, Excel, Teams and Power Point), Adobe Acrobat, Zoom Meeting and Social Media platforms.

- Ability to balance and prioritize conflicting priorities and work to deadlines.
- Has a friendly, pleasant and engaging demeanour with the ability to demonstrate resilience, compassion and integrity in approach to work, colleagues and guests.
- Is self-motivated and pro-active with ability to identify issues and problem solve.
- Ability to reflect the Christian faith underpinning the organisation, as articulated in the Policies and Procedures of NT Christian Schools.
- NT Working with Children Clearance (Ochre Card).
- Current NT Driver License.

Desirable

- Experience supporting a Chief Executive or Executive Manager.
- Previous experience with Event and Project Management.
- Previous experience supporting a medium sized organisation with multiple locations.
- Previous experience working within an educational organisation.
- Diploma in Business Administration or other relevant qualification.