

Now hiring

SATTLER CHRISTIAN COLLEGE

NT CHRISTIAN SCHOOLS

CASUAL ADMINISTRATIVE ASSISTANT

Sattler Christian College is seeking a reliable and organised Casual Administration Assistant (Accounts) to support the smooth running of our school office. With a focus on financial administration, accounts processing and customer service, you'll play an important role in supporting our school community. Join our friendly, Christ-centred team!

WHY WORK WITH US

- 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*
- Ongoing professional development
- Access to staff wellbeing program
- The opportunity to work in a purpose-driven, faith-based organisation

*Conditions apply

APPLY NOW

ntchristianschools.com.au
humanresources@ntchristianschools.com.au

JOB DESCRIPTION

Job Title:	Casual Administrative Assistant - Accounts
Job Type:	Casual
Salary Classification:	NT Christian Schools AO1.6 - AO2.5 scale; depending on years of experience and qualifications, casual rate
2026 Salary Range:	$40.24 - $44.37 hourly rate; depending on qualifications and experience. Plus, superannuation contribution of 12% of your annual salary
Junior Employee Rates	A junior employee is paid at the following percentage of the appropriate adult rate: Under 17 – 50% 17 years old – 60% 18 years old – 70% 19 years old – 80% 20 years old – 90%
Location:	Sattler Christian College
Reporting to:	Officer Manager
Date advertised	November 2026

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

At Sattler, how we do things is as important as what we do. Manners Before Matters communication protocol puts a high priority on facilitating genuine, open listening interactions that bear fruit. When combined with classroom management techniques, staff are supported to create a learning environment in which students can learn without distraction. And parents know their students are safe. Our deep hope is that we continue to see lives changed at Sattler Christian College that causes generational blessings on our current and future families as we together seek to change lives in all that we do, at all times, for the glory of Jesus Christ.

Teachers are to assist the principal to build and maintain a healthy strength-based learning community within the college. The teacher is responsible, in the context of the school, to enter into a partnership with parents to offer students the nurture and opportunities that will allow them to discover and reach their full potential within an intentionally designed ‘learning space’.

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

Reporting directly to the Office Manager, the Administration Assistant - Accounts will assist in the efficient running of the front office and attend to school level financial duties, working closely with the NT Christian Schools Finance Team. The Administration Assistant - Accounts will liaise with the Schools Senior Leadership Team, School Staff, Students, School Counsel, Parents, Carers, Professionals, Volunteers and Visitors to maintain the high standards of the School. The Administration Assistant - Accounts will have the ability to reflect the Christian faith underpinning the College.

Areas of Responsibilities:

Account Duties:

- Undertake training in, and processing of, financial transactions in Technology One which is our financial and human resource management system.
- Oversee under the supervision of the Office Manager and in collaboration with System Office Finance Department all accounts tasks, including Creditors, Debtors, credit cards, petty cash, receipting all incoming monies. Using the school approved system, Technology One.
- Collection of late fees including additional procedures as per the NT Christian Schools Fee Collection Policy and directions of the School Council (through the Principal).
- Overseeing back to school vouchers and providing information to System Office Finance Department for the Government Acquittals of Back to School Vouchers
- Purchasing of material, equipment and services with due regard for both economy and quality
- Collating of Staff Leave forms and timesheets for Pay Summaries

Other Duties:

- Assist members of the school community (staff, parents and students) with communication of messages and information, including referring any enquiries to the relevant staff members.
- Undertake training in, and utilise, Compass, which is our school management system and communication portal for students, families and staff.
- Assist with Reception at peak times, cover breaks or as required.
- Assist with First Aid as required.
- Other duties as directed by the Office Manager and Principal.

Selection criteria

Essential:

- Be a committed Christian actively involved in your local church.
- Ability to communicate the Christian faith underpinning the school.
- Possess excellent communication skills including written, verbal and phone manner.
- Ability to maintain high level of confidentiality.
- Proven financial administrative skills.
- Ability to work independently, under supervision as well as part of a team
- Proficient in keyboard skills and thorough computer literacy with working knowledge of databases and experience using Microsoft Office software.
- Current Senior First Aid Certificate (or willingness to obtain one).
- NT Working with Children Clearance (Ochre Card).
- Current Criminal History Check (within the last 12 months).

Desirable:

- Previous successful experience working in a Christian School environment
- Knowledge and usage of school management software systems (Compass and Canvas); Financial software (Technology One)