Alta-1 College QLD - Caboolture

Administration Officer Position – Part Time (0.4FTE)

Early Term 3 Start

Applications due before C.O.B. Monday 1 July, 2019

In Brief

Alta-1 College QLD is calling for applications from talented, motivated and experienced Christian administrators who are passionate about *changing lives one at a time* by providing exceptional administrative support to a small but growing school community.

About Alta-1 College

Alta-1 College QLD is an independent Christian, co-educational, Special Assistance School of approximately 50 students co-located with Destiny Church in Caboolture. The college caters for students between 15 and 19 years of age and provides students a pathway to complete secondary education.

Recognising that young people learn best when they feel connected and safe Alta-1 delivers Year 11 and 12 education in a small school environment while also delivering a well-developed therapeutic recovery model. This unique model provides an environment of belonging for the young person encouraging them to acknowledge, confront and resolve negativity while engaging in a journey of healing, restoration, identity formation and purpose finding.

The college intentionally works with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk.

The college was started in Western Australia in 2004 and today Alta-1 College provides education and recovery for over 700 at-risk young people across the nation.

The Opportunity

This is an outstanding opportunity for a talented, motivated and experienced administrator with a heart for at-risk young people. The successful applicant will join a small and vibrant team of educators and support staff. They will be responsible for delivering top-class administrative support to the college staff, students, families and key stakeholders. The successful applicant will align with the college administrative ethos to capably and passionately serve the administrative needs of the college community. The college currently requires a 0.4FTE administrator and would hope to increase this time component in the coming years. This position will report directly to our Lead Administrator, Karen Clarke.

Role and Responsibilities

- Be an outstanding first point of contact for the college
- Provide exceptional support to the Lead Administrator
- Competently and diligently undertake a wide variety of college administrative duties
- Assist with key reporting and compliance activities
- Undertake data entry and management
- Be willing and able to learn, be challenged and grow
- Be consistently awesome and professional

Requirements

In order to be considered for this role you will need to demonstrate that you are:

- A committed follower of Jesus Christ who is actively engaged in a church community
- Passionate about helping disadvantaged young people to improve their lives
- A professional and well-respected worker
- An experienced administrator with relevant qualifications
- Willing to work both under direction and independently
- The holder of a Blue Card (or have the ability to obtain one)

Why work for Alta-1 College QLD?

- Be at the forefront of helping to deliver an outstanding alternative education program to educationally disengaged young people
- Competitive benefits for employees
- Alta-1 College QLD offers salary packaging
- Experience the Alta-1 "family" work environment

If you are excited by this opportunity and genuinely believe that you can succeed in this role, then please submit your application by e-mail directly to Karen Clarke at admin@alta-1.qld.edu.au. For more information call Karen Clarke (07) 5301 8008.

Your application will need to include a current resume, a written pastor's reference, the names of three referees (two professional, one pastoral) and a one-page covering letter addressing the *Requirements.*

Applications close 4:00pm on Monday 1 July, 2019

Please note that the College reserves the right to fill this position prior to the closing date.

CHANGING LIVES ONE AT A TIME
www.alta-1.com.au