



Australis Campus – Reception/Administration



Australis Christian College is a campus of Lighthouse Christian College - Keysborough

ABOUT US

Founded in 1989, Lighthouse Christian College has earned a reputation of being the Christian choice for excellence in education. It has also recently been recognised for having the highest rating for student relational proximity across schools in both Australia and the UK by Dr Rob Loe, founder and director of Relational Schools. The Australis Campus in Skye was established in 2016 and has grown to over 100 students for 2021 from Prep to Year 8. The vision of Australis is to develop students who are 'Excellent beyond Education', in all areas of life and all domains of society.

For more information about Lighthouse Christian College – Keysborough and our associated campuses, please go to our website www.lighthouse.vic.edu.au

ABOUT THE ROLE

Due to staff moving interstate, a vacancy exists for a **full time (annualised 0.85 FTE)** Receptionist/Administration staff member in 2021. Working hours will be 8.00 am until 4.30 pm during school term time. There are 4 weeks paid annual leave and 8 weeks unpaid leave a year.

This role will cover all administration and reception responsibilities for the College and would therefore suit a well presented and well-spoken person with good generalist administration skills and exceptional customer service, time management and organisational ability. Applicants must be proficient in Microsoft applications.

It should be noted by all applicants that this role may involve bending, kneeling, lifting and other moderately strenuous physical activity.

A list of responsibilities for this role can be found [here](#).

A minimum of a Certificate III and/or equivalent experience is required for this role.

To apply, email your **current resume** and **cover letter** addressing the position description criteria in word or PDF format, along with the **Lighthouse Christian College [Staff Application Form](#)**, to Andrew Cavanagh at Andrew.cavanagh@lighthouse.vic.edu.au

Closing Date: 5:00 pm on Friday 14 November 2020

We are a Child Safe employer, with a zero tolerance for child abuse.

A current Employee WWCC or VIT Registration is mandatory for all non-teaching staff