



POSITION DESCRIPTION

ADMINISTRATION OFFICER

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, which caters for individual needs and interests within a caring and disciplined environment. We provide a strong academic and diverse curriculum, which engages students and challenges them to achieve their best. At Victory, students are encouraged to develop a personal relationship with God and to understand that through this relationship, they have a life filled with purpose and promise.

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people.

We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ.

The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

Our staff members share the College vision and are encouraged to continuously develop their own professional skills and faith, thereby being equipped to facilitate students' learning and personal growth.

COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

CHILD SAFE STANDARDS

VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.

Our approach to child safety, including our specific legal obligations, are detailed in our Child Safety and Child Protection Policies. All are available on the College Website:

<https://www.vcc.vic.edu.au/policies-and-publications>

POSITION DETAILS

Administration Officer: – Full-time and part-time positions available.

Join Victory Christian College in a key administrative support role, contributing to the smooth day-to-day operations of the College. This position provides high-quality administrative assistance and support to staff, students and families in a professional and welcoming manner. The role operates within a supportive team environment and upholds the College's Christian ethos, Statement of Faith and commitment to a positive and Child Safe learning environment.

CAMPUS PLACEMENT

Positions are available across both our Strathdale and Epsom Campuses, dependent on operational requirements

DESIRABLE SKILLS & QUALIFICATIONS

- Strong organisational skills with the ability to manage multiple tasks and competing priorities effectively
- High level of accuracy and attention to detail, particularly in record keeping and data entry
- Clear and professional written and verbal communication skills
- Strong interpersonal skills, with the ability to interact positively and respectfully with students, parents, staff and visitors
- Ability to exercise sound judgement when responding to operational administration matters and child safety considerations, and liaise with relevant staff
- Calm and steady approach under pressure, maintaining composure and contributing to a solutions-focused office environment
- Ability to work collaboratively as part of a team, while also managing responsibilities independently
- Flexibility and adaptability when responding to changing priorities or student needs
- Knowledge of Microsoft Office Suite including Excel, Word and Outlook and other relevant office management software
- Level 2 First Aid Qualification
- Current Driver's Licence

DUTIES

- Provide daily administrative support and deliver College communications in consultation with relevant staff
- Maintain accurate records in accordance with College procedures and Departmental requirements
- Manage multiple email inboxes, both shared and individual, ensuring timely and appropriate responses
- Prepare and maintain records, correspondence and documentation with a high level of accuracy and attention to detail
- Compose professional correspondence and email with a strong focus on spelling, grammar and presentation
- Assist with operational administration matters by directing enquiries appropriately and liaising with relevant staff as needed
- Support the Office Manager by directing enquiries from staff and community members, contributing to smooth daily operations
- Follow all College policies, procedures and Codes of Conduct
- Support and implement strategies that contribute to a positive, safe and Child Safe learning environment
- Undertake other duties as directed by the Principal, Office Manager or relevant leadership staff.

REMUNERATION

Time Fraction:

- Full-time: 8:30am-4:30pm Monday to Friday.
- Part Time: Hours to be negotiated.

Victory Christian College is a respondent to the *Educational Services (Schools) General Staff Award 2020*. Employer Superannuation contributions (12%) and other entitlements as listed under this Award. Support staff salaries are paid at 10% above Award rates. Staff may salary sacrifice additional Superannuation.

Classification Range: Level 3.1 \$61,151 FTE – Level 5.2 \$73,338 FTE, dependant on qualifications and experience.

COMMENCEMENT DATE

Immediate start or as negotiated.

APPLICATION PROCESS

Applicants are asked to submit the following:

1. Please submit the following via email (careers@vcc.vic.edu.au):
 - Letter of introduction
 - Current Curriculum Vitae
 - The email and telephone contact details of four referees (two professional, two personal)
 - Response to the following Key Selection Criteria
 - Signed [Child Safety Code of Conduct Declaration](#)
 - Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: [Click here to access the Application Form](#)

KEY SELECTION CRITERIA

1. Demonstrated administrative competence, including accurate record-keeping, confident use of digital systems, and the ability to handle sensitive information with professionalism and confidentiality.
2. Demonstrated ability to work collaboratively and adaptively, effectively manage competing priorities, respond positively to direction from multiple managers and work independently on tasks.
3. Strong interpersonal and communication skills, both written and verbal, with the ability to build positive working relationships across all teams and respond effectively to a range of internal and external enquiries.
4. Proven ability to manage multiple tasks and meet deadlines while maintaining attention to detail and accuracy in a dynamic, fast-paced educational setting.
5. Demonstrated ability to exercise sound judgement when managing enquiries and operational matters, including knowing when to escalate issues appropriately.
6. Demonstrated Christian faith and maturity, with a high level of commitment to the ethos, values, and Statement of Faith of Victory Christian College.

APPLICATION SUBMISSION

Applications close **Monday 25th May, 2026 at 9.00am.**

Applications to be emailed to careers@vcc.vic.edu.au

INTERVIEWS

Shortlisted applicants will be invited to attend an interview.

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- [Conditions of Employment](#)
- [Victory Christian College Statement of Faith](#)