POSITION DESCRIPTION

RECEPTION SUPPORT

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

Reception Support – 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

Successful applicants may be required to work across both our Strathdale and Epsom campuses, subject to operational requirements.

DESIRABLE SKILLS AND QUALIFICATIONS

- Knowledge and strong competency of Microsoft Office Suite
- Previous experience with Student Management Systems
- Experience in dealing with minor First Aid issues
- Excellent verbal and written communication skills
- Professional manner and presentation
- Demonstrated excellence in organisation and time-management skills and the ability to prioritise workload and multitask, while maintaining a high level of support
- Exceptional communication and interpersonal skills, and an ability to deal with all members of a school community, maintaining confidentiality as required
- Experience working collaboratively within a team, providing support, sharing knowledge and helping to achieve common goals
- A high level of accuracy in handling documentation and data entry with a keen eye for detail
- Experience working in a busy team environment
- Ability to recognise faces and remember names
- The willingness and ability to adjust to changing priorities, demonstrating flexibility in taking on new tasks or projects as required
- Level 2 First Aid Qualification
- Current Drivers Licence
- Working with Children Check

DUTIES

- Welcoming and assisting visitors, parents, students and staff in a friendly and professional manner
- Answering the telephone and directing enquiries to relevant staff
- Monitoring and manage multiple email inboxes; independent and shared
- Providing First Aid to students and staff as required
- Assisting School Nurse/ First Aid Officer in communicating with staff and parents
- Student Record Maintenance
- Opening, recording and distributing mail
- Composing professionally written correspondence, memos and emails with high attention to spelling, grammar and punctuation
- End of day reconciliations
- General Reception duties
- Administration support
- Following College Policies and Codes of Conduct
- Implement strategies that support a positive and Child Safe learning environment
- Other duties as directed by the Principal, Office Manager or their delegate.

REMUNERATION

Time Fraction:

- Full-time: 8:30am-4:30pm Monday to Friday.
- Part-time: 0.6 EFT (3 days per week – days and hours negotiable).

5 weeks annual leave with option to buy-back an additional week.

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.

Award Classification Range: Level 3.1 $64,055 EFT – Level 5.2 $76,815 EFT, dependant on qualifications and experience.

COMMENCEMENT DATE

Monday 11th, January 2027.

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 proficiency in Microsoft Office and a range of office software, with the ability to manage databases and perform data entry or reception tasks accurately and efficiently
2. Self-motivated and able to work independently, demonstrating initiative, reliability and sound judgement
3. Proven ability to work collaboratively in a team environment, supporting colleagues and contributing to a positive and professional workplace culture
4. Strong organisational skills with the ability to prioritise tasks, manage multiple responsibilities and meet competing deadlines
5. Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents and visitors.
6. Demonstrated Christian Faith and maturity and a high level of commitment to the Christian ethos and values of Victory Christian College.

APPLICATION SUBMISSION

Applications close **Monday 16th November, 2026 at 9.00am.**
Applications to be emailed to careers@vcc.vic.edu.au

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- Conditions of Employment
- Victory Christian College Statement of Faith