



POSITION DESCRIPTION ADMINISTRATION/RECEPTION

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>

INHERENT REQUIREMENTS OF THE POSITION

Contribute towards fostering an authentic Christian Community and upholding the Christian ethos and value of the College.

Participate in staff Devotions through personal testimony and bible study as required.

Personal conduct which is consistent with the [Statement of Faith](#) and contributes to the Christian witness of Victory Christian College.

6 Kairn Road, Strathdale, VIC 3550 (03) 5445 2600 admin@vcc.vic.edu.au

ABN 27 207 334 415 Reg. No. 1946

www.vcc.vic.edu.au

POSITION DETAILS

POSITIONS AVAILABLE

Administration/Reception

CAMPUS PLACEMENT

Victory Christian College is expanding, with a new campus set to open in Epsom in 2026. Applicants are invited to indicate their preferred campus (Strathdale or Epsom) as part of their application (included in Letter of Introduction). While every effort will be made to accommodate preferences, staff may be required to work across both campuses depending on operational needs.

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 appearance
- 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
- Anaphylaxis In Schools Certificate
- Asthma In Schools Certificate

DUTIES

- Welcoming and assisting visitors, parents, students and staff in a friendly and professional manner
- Answering the telephone and directing enquiries to relevant staff
- Monitor and manage multiple email inboxes; independent and shared
- Providing First Aid to students and staff as required
- Student Record Maintenance
- Composing professionally written correspondence, memos and emails with high attention to spelling, grammar and punctuation
- 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 or Office Manager.

REMUNERATION

Time Fraction: Full-time. 8.30am-4.30pm Monday-Friday

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* plus 12% Employer Superannuation contributions 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 \$61,151FTE – Level 4 \$64,549FTE, dependant on qualifications and experience.

COMMENCEMENT DATE

Monday 12th January, 2026.

APPLICATION PROCESS

To apply, 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

Please note: Applications will not be considered as complete until all items are provided.

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 25th of August at 4pm.**

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](#)