

**Alta-1 College Administration Officer (ConnectEd)
Full Time- Northern Suburbs
Late January 2019 start**

Alta-1 College provides an alternative education for young people between the ages of 12 to 18 years. The College enables young people who have been unsuccessful in mainstream schooling to complete secondary education. Alta-1 has a well-developed Christian education philosophy linked to a therapeutic recovery model.

Your role and responsibilities:

- Receive, process and file all student enrolment documentation.
- Provide administration support to the Regional Principal
- Be a respectful and active listener in relation to parents / staff.
- Be a Christian committed to demonstrating that your beliefs and values are real and impact your daily life

Please refer to the role description for more complete details.

To be considered for this position you will require: (please refer to the selection criteria for more complete details)

Essential

- Be a practicing Christian, enthusiastic and passionate about helping young people, with the capacity to work collaboratively in a team environment.
- A current working with children check.
- Demonstrated sound understanding of office administration procedures, with the ability to adapt and quickly respond to new systems and processes.

Desirable

- Relevant qualifications
- SEQTA & School Pro experience

Benefits

- Salary packaging
- Professional development opportunities
- Opportunity for career progression

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply. Applications **must** include a 1) cover letter, 2) a maximum of four pages addressing the selection criteria, 3) a current resume and 4) a written reference from your pastor.

Please submit applications via e-mail (preferred) to hr@alta-1.wa.edu.au or by mail to PO BOX 2104, Wangara DC 6947. Please address the application to the ConnectEd Regional Principal, Maree Atkinson.

Application closing date is Thursday 13 December 2018.

Changing lives one at a time