

ADMINISTRATION ASSISTANT (FULL-TIME, TERM TIME)

We are currently seeking a dedicated **Administration Assistant** for our Executive Office, to commence work as early as Monday, 18 January 2027.

This position is Monday to Friday from 8:00am to 4:00pm, during term time only (flexibility to finish at 3:30pm on some days may be negotiated). Every second Wednesday you will be required to work from 7:30am to 3:30pm, as well as manage the relief phone from Tuesday evening through to Thursday morning (allowance paid).
This is your opportunity to come and join the welcoming and collaborative team of administration staff at Mackay Christian College Secondary Campus. We are committed to providing a safe environment in which students can develop academically, spiritually and socially through quality curriculum, modern facilities and dedicated, caring staff.

Reporting to the Office Manager, you will provide strong administrative and coordination support primarily to our Head of Secondary and our Head of Academics.

Your extraordinary organisation and time management skills, together with your detailed planning and initiative, will ensure your effectiveness in this role. The position incurs telephone, face-to-face and email contact with students, teachers and parents/carers to ensure all communication needs are met.

You must hold a current Paid Blue Card (or be able to obtain one prior to commencement). A **Non-Teaching Staff Application** must accompany your CV.
MCC is committed to helping every student become all God wants them to be. The College has clearly established values that inform its day-to-day operations.

Please include *Administration Assistant* as your email subject line and send to:
Principal's Assistant/Office Manager
mcc@mccmky.qld.edu.au

Applications Close: Friday, 20 November 2026

For a confidential chat, please contact Nikki via the above email address or call (07) •••• •100.