



CELEBRATING 40 YEARS OF CARING
MACKAY CHRISTIAN COLLEGE
THY WILL BE DONE

**Various
Administration Roles
(Full-Time, Term Time)**

Contact Us

✉ | mcc@mccmky.qld.edu.au
 🌐 | mcc.qld.edu.au

*Join Our
Team! >>>>*



Commence on a wonderful adventure at Mackay Christian College (MCC). We are a dynamic, leading college with enrolments of approximately 900 students. MCC is a multi-denominational co-educational Christian college (Early Learning to Year 12) committed to providing a safe environment in which students can develop academically, spiritually and socially through quality curriculum, modern facilities and dedicated, caring staff.

We are currently seeking a dedicated **Administration Assistant**, as well as a **Reception/Administration Supervisor** to commence work on as soon as possible. This is a full-time position during term time. You must be available to work Monday to Friday, from 8:00am to 4:06pm. If you are applying for the Supervisor role, please also include in your introduction if you are able to work Monday to Friday, from 7:00am to 4:06pm.

This is your opportunity to come and join the welcoming and collaborative team of administration staff at Mackay Christian College Primary Campus.

This position incurs both telephone and face-to-face contact with students, teachers and parents/carers to ensure all of their communication needs are met.

You will also be required to perform general clerical duties, manage the roster for your small team of front office staff and maintain student records.

You must hold a current Blue Card, First Aid Certificate & CPR Certificate (or be able to obtain these). You will be an allocated First Aid Officer and oversee other First Aid Officers and the First Aid room.

An online Non-Teaching Application form must accompany your CV. This form is available from our website: <https://mcc.qld.edu.au/careers/>

***Do not use the SEEK application process*

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 Reception/Administration Application as your email subject line and send to:

The Principal's Assistant

mcc@mccmky.qld.edu.au

A copy of the position description can be sent to you on request.