



Position Description

Position Title	Administration Assistant
Department	Academic Hub
Reports to	Personal Assistant to Head of Academic Staff and Head of Teaching & Learning Innovation
Direct Reports	N/A
Purpose and Objectives	St Peters Lutheran College is the pre-eminent co-educational day and boarding school in Brisbane. The Administration Assistant provides high-quality administrative support to the Academic Hub, enabling the efficient operation of administrative processes relating to academic staff, professional learning, meetings, exam preparation, records and resources. Reporting to the Personal Assistant to the Head of Academic Staff and Head of Teaching & Learning Innovation, the Administration Assistant works under limited supervision and within established College routines, methods and procedures. You will actively contribute to a positive workplace culture, achieve high standards of performance and integrity, and foster genuine partnerships across all levels of stakeholders to deliver College outcomes. Key to the success of this role is accuracy, discretion, well-developed organisational skills, and a proactive, service-oriented approach.
Key Accountabilities	Use your initiative to prioritise tasks and monitor your workflow in the delivery of College priorities in accordance with approved project / service plans, achieving the highest standards of performance, accountability, collaboration, ethics, and integrity. Actively contribute to the development of a positive and high performing team culture, including identifying and implementing opportunities to improve teamwork practices. Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such as financial management, occupational health and safety, and conduct are complied with. Specific accountabilities include: Administrative and Meeting Support Provide administrative support to the Academic Hub within established College routines, methods and procedures. Prepare, format and distribute correspondence, documents and meeting materials, including drafting routine correspondence from brief oral or written instructions. Under direction, draft agendas, assemble supporting documentation, and take, produce and distribute Minutes for meetings. Receive and respond to enquiries from staff, students, and visitors, redirecting matters in accordance with established procedures. Make and record appointments on behalf of others, including scheduling meetings



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	across calendars and resolving scheduling issues. Records and Data Management Maintain accurate and up-to-date records in College systems (including Synergetic), ensuring information is entered, retrieved and filed with excellent accuracy. Maintain established filing and records systems, in hard copy and electronic formats, in accordance with College procedures, including confidential staff records. Collate and summarise documentation in preparation for meetings and for review by senior staff. Under supervision, prepare returns and compliance-related documentation for authorisation by senior management. Professional Learning Administration Monitor and action shared inboxes and application processes relating to professional learning, within established procedures. Process registrations and arrange payment for approved professional learning activities. Make travel and accommodation bookings in line with approved itineraries. Maintain accurate records of professional learning activity and associated expenditure for review by senior management. Assist in the preparation of internal publications and staff-facing materials. Finance and Purchasing Support Raise purchase orders and process payments within established College procedures. Monitor open purchase orders and report to Finance as required. Maintain financial records and prepare summaries for review and authorisation by senior management. Resources and General Administration Monitor and action room and facility booking requests. Maintain registers of equipment, resources and keys, including stocktakes and storage records (e.g. examination furniture). Assist with the set-up and logistics of examinations, meetings and events. Perform other administrative duties as directed by the Personal Assistant to Head of Academic Staff and Head of Teaching & Learning Innovation.
Key Relationships	Internal: Personal Assistant to Head of Academic Staff and Head of Teaching & Learning Innovation, Head of Academic Staff, Head of Teaching & Learning Innovation, Professional Development Facilitator.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. Experience and qualifications SC1: Demonstrated experience in an administrative or clerical role; a Certificate III in



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	Business Administration or similar qualification would be an advantage. Knowledge, skills and capabilities SC2: Demonstrated high-level proficiency in Microsoft applications and database systems, with excellent accuracy in data entry, records maintenance and retrieval. SC3: Strong written and oral communication and interpersonal skills, with the ability to relate well on the phone and in person with parents, students and employees at all levels of the College. SC4: Demonstrated discretion and sound judgement in handling confidential and sensitive information. SC5: Well-developed organisational and time-management skills, with the ability to manage competing priorities, work well under pressure, meet deadlines and respond to change. SC6: Demonstrated ability to work effectively under limited supervision within established procedures, and to work collaboratively as part of a team. All Employees: SC-E1: Personal capabilities • Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. • Demonstrated commitment to reach their own potential (Plus Ultra-More Beyond) and in manner that aligns with the College's strategic and operational objectives and values. SC-E2: Christian Ethos • An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Maximum Term
Hours of Duty	Monday to Friday, 7:30am to 3:30pm Term time position, 40 school calendar weeks per year
Classification	School Officer Level 3
Annual Salary	\$70,438 to \$76,391 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068



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Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of



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	the <i>Privacy Act 1988</i> .
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

14 July 2026