



Position Description

Position Title	Administration Assistant
Department	Careers Counselling
Reports to	Careers Counsellor
Direct Reports	N/A
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. To enhance the delivery of Career Counselling services by providing: • Administrative, clerical and research support for members of the Career Counselling Department relating to day-to-day matters or special events, meetings and lectures. • Assistance with the supervision of students in relation to activities associated with the Career Counselling Department. • Liaison with parents and other stakeholders who provide services linked to the Career Counselling Department. • Assistance to the VET Coordinator. The position of Careers Administration Assistant is responsible for researching and presenting updated information in an age appropriate and visually appealing manner on viable post-school pathways for students. Reporting to the Careers Counsellor, the Administration Assistant is an experienced, administrative role in a small team responsible for coordinating and providing current work role, course and emerging employment trend information aligned to the College's Strategic Intent to empirically based and holistic careers education to the St Peters community. This is a skilled role for an experienced administrator who will contribute to the success of St Peters Lutheran College. Working under the direct supervision of the Careers Counsellor, you will actively contribute to a positive workplace culture and ensure that you achieve highest 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 effective interpersonal skills, ability to problem solve and demonstrate initiative, while also having a high level of digital literacy to produce appealing marketing literature to promote events and options offered by the Careers Centre.



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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 by identifying and implementing opportunities to improve teamwork practices. Specific: 1. Administrative duties associated with Career Centre functions and activities, primarily: ○ Warmly welcoming visitors to the Careers Centre ○ Establishing and maintaining databases ○ Taking phone calls and making Career Counsellor's appointments ○ Recording and managing loans of Career Centre resources ○ Maintaining photocopier ○ Ordering, purchasing and cataloguing materials ○ Opening all mail unless confidential to the Career Counsellor ○ Filing: retrieving, transferring and archiving of material and student/Counsellor records ○ Appropriate handling of confidential material ○ Assisting the Career Counsellor in relation to the Career Centre budget. 2. Assisting the VET Coordinator with administrative tasks and record keeping linked to: ○ Work experience ○ School based apprenticeships and traineeships ○ Seed Funding submissions. 3. Organising and managing career information and resources for student use: ○ Maintaining up to date resources ○ Maintaining Career Information on Synergetic, the Learning Management Systems (LMS) and College Notice Boards to ensure currency. ○ Advertising academic and career opportunities and job vacancies to students and parents ○ Assisting with the setting and tracking of the Career Program tasks on the Careers LMS page. 4. Supervision and facilitation of students' searches in the Career Centre, including during student lunch hours. 5. Assist with the facilitation and marketing of career guest speakers and setting up the Careers Centre for the talks. 6. Assist with the compiling of a database of student's career interests and
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	career guest speakers. 7. Booking of venues for career related events. 8. Liaison with external stakeholders such as AIEF in relation to the booking of the Career Centre. 9. Complete the paperwork for risk assessment linked to career related activities. 10. Assist with the Career Testing of Year 10, new Year 11 and Year 12 students involving: - o Assistance provided to the Career Counsellor with the administration linked to Career Testing - o Liaison with parents about participation in Testing Programs - o Record keeping - o Distribution of results to relevant College personnel as directed by the Counsellor - o Compilation and reconciliation of list of students who undertook career testing for accounting purposes. 11. Assist with liaison related to booking Year 11 and 12 Form classes into the Careers Centre. 12. Participation in professional development and meetings as appropriate. 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. Represent the College positively in engaging with the community to build knowledge and awareness of influences on a young person's post-school pathway decision making.
Key Relationships	Internal: Head of Teaching and Learning Innovation, Curriculum Leaders, Pastoral Leaders, Teaching staff, Events Team and Catering Team External: Tertiary Admission Centres, University Future Students Representatives, Overseas university representatives, Industry representatives, Employers and industry Specialists, RTO's.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1 – Must have at least 2-5 years' experience in an administrative position. Previous experience working within a school setting would be an advantage. SC2 – Demonstrated strong administration skills; having the ability to work autonomously and methodically, using initiative with minimal supervision required. SC3 – Must have strong computer skills in all Microsoft applications and database experience such as: • Creation and formatting of documents



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	• Creation and maintenance of spreadsheets • Researching on the Internet • Ability to maintain the Career page on the College's portal • Familiarisation with educational systems such as Synergetic would be an advantage. SC4 – Must have strong interpersonal and communication skills, both oral and written. Requires the ability to liaise with and assist students, parents, staff and other key stakeholders and maintain confidentiality. SC5 – Must have strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change. SC6 – Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis. 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. Christian Ethos An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Permanent
Hours of Duty	38 hours per week Monday to Friday, 7:30 AM to 3:30 PM Term time position, 40 school calendar weeks per year + 3 Teachers Weeks
Classification	Level 4
Annual Salary	\$77,753 to \$781,833 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

31 March 2026