



APPOINTMENT OF

ASSISTANT HEAD OF PRIMARY OPERATIONS

INFORMATION FOR APPLICANTS



Citipointe Christian College

Our College



Citipointe Christian College, established in 1978, is a leading independent, co-educational, Christian College of over 1900 students situated in Carindale, a south-eastern suburb of Brisbane. Citipointe is where Christian values, personalised care and academic rigour combine to create a unique environment where students are inspired to achieve their personal best. At Citipointe, we are called to excellence in education. In our quest for excellence, we integrate faith and learning holistically to empower students with values and foundations so they can flourish and serve God and the wider community.

Our Mission

To develop the student as a Christian disciple.

To develop the student for life in its various dimensions, within the framework of a Biblical worldview, and by a commitment to service, quality and innovation.

Our Vision

For Citipointe to be a truly great Christian school, encouraging its students to achieve their personal best, to contribute to the common good and to human flourishing.

Our Core Values

Uncompromisingly Christian Values

High Quality Education

Academic Rigour

College Spirit

Caring Environment

College Background



College History

Citipointe Christian College was first established in 1978 as a Christian school set up by Christian Outreach Centre, first situated in West End, with 106 students enrolled from Years 1-10. The church and school moved to its present 66 hectare Carindale site in 1983 and today the College, now named Citipointe Christian College, has over 1900 students and more than 450 staff.

At its foundation, the College was set aside by prayer for Christian education. Our mandate is to bring the Kingdom of God to earth, to hold out God's Word of Life to our students so that they might 'shine like stars in the universe' and be a force for good in the world. Citipointe Christian College exists as a witness to the wonderful provision and blessing of God over the past 49 years.

Our College consists of approximately 1900 students and over 450 staff, all with their eyes on the future: our students are taking all the opportunities offered to them, in order to prepare them for their lives after school, while our dedicated Christian staff are engaged in identifying and cultivating the huge potential seen in each of our students while they are here.

We desire that our students strive to do their best in all areas, within a Christian environment that genuinely cares for and cares about them. They are wonderful children and young adults, polite, well behaved, happy, respectful, caring, and eager to learn; they are well rounded, achieving highly in a diversity of areas in academics, the arts, sports, community outreach, international competitions, and cultural pursuits. We are proud of them.

College Highlights (Prep - Year 12)



- Strong academic focus with high results
- Learning Support Programs
- Talent Development & Enrichment Programs
- Prize-winning STEM and STEAM teams
- Focus sports
- Outstanding Performance Arts Program
- Well-resourced current technology
- Specialized Nova Arts course
- Award-winning Hospitality department
- Global leadership programs in USA, Singapore, Hong Kong, South Korea and Cambridge University
- Gold, silver and bronze medals at World Maths Team Challenge
- Winning Teams in Chess, Debating and Mooting
- QETI award winner International Humanities Research Symposium for Youth
- STEM Academy and NASA Space Camp
- Student leadership and mentoring programs



Role

The Assistant Head of Primary Operations is a senior leadership role responsible for the smooth and efficient operation of daily activities within the Primary School. This role involves overseeing the day-to-day supervision of teachers, managing the operational logistics, and ensuring that all administrative functions support the mission of providing a Christ-centred education. The Assistant Head of Primary Operations is also responsible for developing the timetable, determining staffing needs, overseeing the administration staff and the implementation of processes that enhance organisational effectiveness. As the main point of contact for staff, this role provides pastoral care and support to all staff, offering guidance and assistance to those who may be dealing with personal challenges or workload pressures.

This is a full-time position to commence on 1 January 2027.

Responsibilities

- Lead daily school operations
- Manage staffing and timetabling
- Oversee administration and resources
- Drive strategic planning initiatives
- Support staff wellbeing and community engagement
- Balance strategic and operational leadership duties (0.8 FTE) with a 0.2 FTE teaching commitment.

Daily Operations Management

- Provide leadership and oversight of the school's daily operations, ensuring efficient workflows, effective resource management, and the smooth delivery of academic and co-curricular programs.
- Coordinate staffing, timetabling, logistics, events, and administration functions to maintain a safe, organised, and highly effective learning environment.

Timetable and Staffing Development

- Lead workforce planning, recruitment, and staffing processes to ensure the school is appropriately resourced to meet current and future needs.
- Oversee staff induction, performance development, and professional growth, fostering a culture of excellence, accountability, and collaboration.

Strategic Planning and Development

- Contribute to strategic planning and continuous improvement initiatives, using data and insights to enhance operational effectiveness and organisational performance.
- Support budgeting, reporting, policy development, and resource management to ensure alignment with the College's mission and strategic priorities.

Pastoral Care and Staff Support

- Provide pastoral care, guidance, and support to staff, promoting wellbeing, resilience, and a positive Christian workplace culture.
- Encourage professional excellence by supporting staff development, addressing performance concerns constructively, and modelling College values.

Community and Stakeholder Engagement

- Build strong partnerships with parents, students, staff, and the broader school community through effective communication and positive engagement.
- Represent the College professionally and cultivate productive relationships with external organisations, agencies, and educational partners.

Other

- Completes other duties as directed by the Head of School or Principal.

Mandatory Criteria

(Must be specifically addressed in the written application.)

The successful applicant must:

1. Be a practising Christian with a servant leadership focus and a living, active faith, outworked in their attendance and service at their local church.
2. Be conversant and confident in knowledge and understanding of Christian Worldview perspectives in regard to educational administration.
3. Demonstrate an ability to monitor and act on changes in policy documents pertaining to recruitment and employment.
4. Demonstrate an ability to effectively implement information management protocols to ensure confidentiality and efficiency of records.
5. Demonstrate strong written and oral communication skills, and a very high degree of computer literacy.
6. Demonstrate excellent interpersonal skills and an ability to work in a team contributing to team effectiveness.
7. Demonstrate a high level of effective organisation and time management skills.
8. Demonstrate a willingness to continue to develop professionally in their career.
9. Demonstrate ability to adapt to new and changing environments.
10. Hold current teacher registration through Queensland College of Teachers.

How to Apply

Please apply via the link provided in the Assistant Head of Primary Operations advertisement on our College website.

Below, you will find detailed instructions outlining the documents and information required as part of your application. We encourage you to review these carefully before submitting your application.

If you have any questions or require clarification regarding any stage of the application process, please contact us at careers@citipointe.qld.edu.au and a member of our People Relations team will be happy to assist.

The written application must comprise the following:

1. A brief Statement of Application (no more than two A4 pages in total) in which the applicant introduces their ability, their reasons for applying and response to each of the Mandatory criteria;
2. Current Curriculum Vitae;
3. Referees' details with names, addresses, emails and contact telephone numbers for each referee. Three referees must include:
 - a. Two previous or present employer
 - b. Personal character referee.
4. Written Pastoral Reference Letter on Church Letterhead. Simply intended to confirm your Christian commitment. It doesn't need to be long, but it should help demonstrate the following:
 - a. That you profess a Christian belief and regularly attend a church fellowship
 - b. That you model Christian character and living within your community

Guidelines for Preparing the Application

Applicants will be assessed against the Mandatory criteria and the Key Selection criteria and will be chosen for interview by the Selection Panel based on the assessment of the written application, and details including referees contained in the Statement of Application completed by all candidates.

17 OCTOBER 2026	Applications close; all applications will be acknowledged.
DURING OCTOBER 2026	Applicants will receive first interview invitations; first interviews will commence; applicants will be shortlisted; all applicants will be notified of progress; applicants shortlisted will be recalled for second interviews.
DURING OCTOBER 2026	Second interviews will commence; all applicants will be notified of progress.
NOVEMBER 2026	Successful applicant will be notified; all shortlisted applicants will be notified of progress; decision will be announced, pending acceptance of position.

Privacy Statement

All applications will be treated in confidence. Throughout the recruitment and selection process, the provisions of the Citipointe Christian College Privacy Policy will be adhered to.

In applying for this position, applicants will be providing Citipointe Christian College with personal information. The College is committed to respecting the privacy and confidentiality of applicants, and as such, will retain all information, including information from application, interviews, referees and as a result of any other enquiries made. This information will be kept temporarily and will only be used for the selection process.



Citipointe
Christian College

citipointe.qld.edu.au

07 3555 2700

322 Wecker Road Carindale QLD 4152

CRICOS Provider Code 00996F

ABN 15 072 238 554

Christian Outreach Centre trading as Citipointe Christian College
and Citipointe Christian College International