



MacKillop College

Executive Assistant

We are a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is a college in the Josephite tradition, inspired by the spirit of St Mary of the Cross MacKillop; we invite passionate engagement in lifelong and authentic learning, respect diversity and support every person in the pursuit of excellence.

MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs that are respectful and responsive to the individual needs of approximately 1,730 students from Years 7-12.

About the role

MacKillop College invites applications from experienced administrators seeking an opportunity to work with senior leaders in an educational environment.

This role is responsible for the timely provision of administrative support, and executive assistance to the Colleges' Deputy Principals and Director of People and Culture. As a position of trust, this role will work collaboratively with the Principal's Personal Assistant to support a variety of college activities and events.

As a key liaison between college leadership, students and families, we are looking for a person with integrity, to demonstrate professionalism and sensitivity for matters requiring the assistance or involvement of leadership. As a critical enabler, this role will provide high level administrative, planning and logistical support; and as a vital member of the senior administrative team, the right person must be adaptable and flexible to respond to the needs of our staff, students, families and community.

To be successful in this role requires a proactive and skilled administration professional, with superior attention to detail and skills in the coordination of schedules and diaries, combined with the ability to prioritise tasks with sound judgement.

This is a permanent, full-time role, commencing immediately.

Our ideal Candidate will have

- demonstrated experience with providing executive assistance, supporting multiple senior leaders
- a positive, proactive and professional attitude
- the ability to work independently and collaboratively
- exceptional time management and organisation skills, with strong attention to detail
- ability to prioritise and complete tasks according to tight timelines
- exceptional communication and interpersonal skills, combined with the ability to build authentic relationships
- a commitment to work in a Catholic Education environment.

Benefits

- our welcoming and supportive culture based on Gospel Values
- our pastoral approach towards educator and student wellbeing
- contemporary facilities, across two beautiful campuses
- professional collaboration and support, including access to a team of dedicated instructional coaches and mentors
- future career opportunities with our new K-12 campus in Wyndham Vale opening 2027.



Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- MacKillop College application for employment form
- a current Curriculum Vitae
- a covering letter, outlining your suitability for the position

Completed applications can be emailed to employment@mackillop.vic.edu.au

Applications close: 31 March 2025

Further information: Please contact Michael Trainor, Director People & Culture on 0439 560 092.

Mackillop College promotes the safety, wellbeing, and inclusion of all students
