

MacKillop College

Administration - Music/Applied Learning



About MacKillop College

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

We invite applications from experienced administrators to be an integral part of the planning, communication and implementation of our College's music program and applied learning team.

Working closely with the Music Director, this role will coordinate the delivery of an annual calendar of instrumental and vocal activities and events. This role requires a highly collaborative, organised and creative person who can promote and encourage participation in the music program and liaise with students and families in a timely and friendly manner.

As the applied learning administrator, we require a proactive and confident liaison to support the coordination of the College's structure workplace learning program. This role will work closely with students to facilitate their enrolment into appropriate VET courses, administer contracts between RTO's and the College, and will be a key liaison within our local cluster of schools.

The successful person requires advanced computer skills and must be available to attend and coordinate events and activities which occur throughout the year.

This is a permanent, Full-time role.

Our ideal Candidate will have

- a commitment to the ethos of a Catholic school and its mission
- experience in an education environment
- a friendly and welcoming disposition, with a desire to engage with students
- a solutions focused approach to work
- advanced administration skills with great attention to detail
- a love of music and some knowledge of instruments
- knowledge of the job ready database

Benefits

- our welcoming culture based on Gospel Values and pastoral approach towards educator and student wellbeing
- employee wellbeing programs with an emphasis on emotional support including access to counselling and debriefing
- approachable and accessible Learning Leaders and College Leadership Team
- sponsored/subsidised learning for completion of higher education qualifications
- professional collaboration and support, including access to a team of dedicated instructional coaches and mentors
- future career opportunities with our new K-12 campus opening in Wyndham Vale in 2027.
- free onsite parking and gym
- discounted College fees



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 will close **9 May 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
