



MacKillop College – St Mary's Campus

Reception and Administration Officer

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 experienced administrators to work closely with the Head of Campus at St Mary's Campus, located in Werribee South. This campus is a brand new, customised built learning environment for approx. 160, Year 9 students.

The Reception and Administrative Officer is a vital member of the St Mary's Campus team, responsible for providing high-quality reception services, administrative support, first aid support, and excursion and events coordination to ensure the smooth operation of campus activities.

This role requires a proactive, organised, and approachable administration professional who thrives in a busy environment and is committed to supporting the wellbeing of students and building positive relationships with families, staff, and the broader community.

The successful candidate will be a welcoming presence at reception, a capable multi-tasker, and a reliable team member who can manage a variety of administrative functions with confidentiality, care, and attention to detail.

This is a permanent, full-time teaching role, commencing in Term 3, 2025.

Our ideal Candidate will have

- an ability to build and cultivate respectful relationships between students, staff and families
- demonstrated experience in a reception and/or administration role
- exceptional interpersonal and communication skills, with the ability to engage positively
- highly developed organisational and time-management skills, with the ability to prioritise, multitask, and meet deadlines
- proficient in Microsoft Office Suite
- demonstrated ability to work independently and collaboratively within a team-based environment
- a commitment to working in a Catholic Education environment.

Benefits

- our staff are invited to regularly reflect upon and strengthen their skills and practice.
- our welcoming and supportive culture based on Gospel Values
- our pastoral approach towards educator and student wellbeing
- contemporary learning facilities, across two campuses
- 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: 4 July 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
