



# MacKillop College – Main 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 administrators with reception experience who can be a role model of courtesy and professionalism to apply for this valued role in our College community.

As the first point of contact for students, staff, families and visitors, you will be the welcoming face and play a pivotal role in shaping the way our community experiences the College. We are looking for someone with genuine people skills who will communicate with clarity and integrity.

Working within a dynamic environment, we need a person who can remain composed in the busyness; be confident to work independently; to curate and disseminate information accurately; respond to incoming phone calls, emails and enquiries in a timely manner; support our students and families with discretion and; collaborate with the whole administration team to support College operations.

The successful candidate will be a proactive person who can establish trusted relationships with a variety of people and who is organised, approachable with the ability to prioritise and problem solve effectively.

**This is a permanent, full-time role, commencing in September 2025.**

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#### 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 and multitask
- excellent systems-based knowledge and skills connected to reception and administrative work
- demonstrated ability to work independently and collaboratively within a team-based environment
- a commitment to working in a Catholic Education environment.

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#### 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



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## Application

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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](mailto:employment@mackillop.vic.edu.au)

**Applications close:** 15 August 2025

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

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*MacKillop College promotes the safety, wellbeing, and inclusion of all students*

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