



Administration Assistant/First Aid Officer

Trinity College is seeking an Administration Assistant to provide coverage on Fridays and casual cover as required. The Administration Assistant will be responsible for providing assistance to our front desk team and be confident in First Aid to assist in our first aid room.

Commencing on 7 hours per week the role would include:

- Answering and responding to phone calls, student and parent enquiries
- Responding to student first aid
- Following up student absences
- Facilitate communications and correspondence between staff and parents.

The ability to follow procedure, provide a positive experience and work as a team is important in this role.

This position will grow to 2 days per week in 2022.

About the College:

We are a growing, independent, co-educational Christian College centrally located in the port city of Gladstone, Queensland. Trinity has grown to offer a seamless educational program from Kindergarten to Year 12, all on one innovative campus, with around 550 students.

We are a growing, independent, co-educational Christian college centrally located in the port city of Gladstone, Queensland. Trinity has grown to offer a seamless educational program from Kindergarten to Year 12, all on one innovative campus, with around 550 students.

Being a regional city, Trinity College also prioritises the importance of developing and maintaining strong links with the community - both within and outside of the College. The staff are a team of wonderfully committed Christian people working for one purpose - to deliver quality Christian education. Staff wellbeing is important, and we are committed to partnering with you on this journey, as we develop you professionally, and ensure your wellbeing is of highest priority.

Advantages of working at Trinity College:

- Opportunities for professional growth
- Pastoral support in a community which values staff and student wellbeing
- Use of a school provided MacBook
- Full tech support (by our amazing IT team) as and when needed

Requirements:

- Have experience in administration and client services.
- Possess excellent interpersonal skills and are able to communicate clearly, relationally and confidentially.
- Able to build and maintain quality relationships
- Highly organised with the ability to work effectively, collaboratively and independently within a team environment.
- Ability to remain calm, prioritise requests and solve enquiries in a quick and efficient manner.
- Embrace opportunities to reflect on your professional practice and further develop your own skills and knowledge across a variety of different areas.
- A committed Christian, active in your church and subscribe to the College's Confession of Faith found on our website: [Confession of Faith](#)

Additional Requirements:

- Working with Children Blue Card

How to Apply:

To request an application form please email the Executive Assistant:
jennib@trinitygladstone.qld.edu.au

Applications close: Tuesday, 5 October 2021