

Student Services Administrator

Application Package



Applications Close: Thursday 25 September 2025 at 9.00am

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Welcome...

Thank you for your interest in joining the Mount Carmel College community. We are delighted that you are considering applying for the role of **Student Services Administrator**. This position is an essential part of our College, as it is often the very first point of contact for students, families and visitors.

At Mount Carmel College, we are proud of our strong sense of belonging, our dedication to excellent education, and our warm, faith-filled environment. We are looking for someone who shares our commitment to welcoming and supporting others with kindness, professionalism and care.

This package contains information about the role, our College, and what is required to apply. We warmly invite you to read through the details and consider whether you would like to be part of our community.

About Catholic Education Tasmania

Catholic Education Tasmania (CET) is a community of 38 schools and colleges, serving around 17,000 students and their families across the State. Together, our schools are supported by the Tasmanian Catholic Education Office (TCEO), under the guidance of the Archbishop of Hobart and the Catholic Education Commission of Tasmania (CECT).

Employees of CET are asked to uphold the **Archbishop's Charter for Catholic Schools** and to share in our mission of providing excellent education in a faith-filled environment.

For more information, you are welcome to visit: <http://catholic.tas.edu.au/>

About Mount Carmel College

Mount Carmel College is a vibrant Early Learning Centre to Year 10 Catholic girls' school in Sandy Bay, Hobart. Our College has a proud history dating back to 1847,

founded by the Sisters of Charity. Today, we continue their legacy by nurturing, challenging and caring for every student.

With around 600 students, we are just the right size: small enough for each student to be known, valued and supported, yet large enough to offer excellent learning opportunities, co-curricular programs and strong pastoral care.

*'A learning community of courageous changemakers,
compassionate and strong in faith'*

Our vision is to be a learning community of courageous changemakers, compassionate and strong in faith. We strive to empower every student to grow with confidence, resilience, and integrity, embracing challenges and opportunities with courage. Through nurturing relationships, meaningful learning, and a commitment to service, we guide our students to make a positive difference in their world, while deepening their faith and developing as compassionate, thoughtful, and contributing members of the community.

Our College-wide expectations are evident in every aspect of the College. They include

- **Respect** – Uphold the dignity of every individual through words, actions and relationships.
- **Resilience** – Demonstrate perseverance and strength of character in the face of challenges.
- **Compassion** – Respond to the needs of others with empathy, kindness and understanding.
- **Contribution** – Use your gifts and talents in service of the College and the wider community.

We work in partnership with families to inspire our students to flourish academically, socially, spiritually and emotionally.

About the Role - Student Services Administrator

Title: Student Services Administrator

Classification: Business Services, Level 2

Reports to: Business Manager

Key relationships: Teachers, TCEO staff, students, parents and volunteers

The Student Services Administrator plays a central role in the daily life of our College. As the first point of contact, you will be the welcoming face of Mount Carmel, assisting students, families, staff and visitors with warmth and professionalism.

This is a busy, varied role where no two days are ever the same. From answering enquiries and supporting staff, to assisting with student attendance, first aid and administration, you will be contributing to the smooth running of our College and helping students to thrive.

We are seeking someone who can bring:

- A friendly, welcoming approach with excellent communication skills
- A strong ability to multi-task and adapt in a busy environment
- Attention to detail and accuracy
- A collaborative, team-oriented attitude
- Respect for confidentiality and professionalism at all times

Key Responsibilities

Your work will include (but is not limited to):

- Welcoming and assisting students, families, staff and visitors
- Answering phone and in-person enquiries
- Assisting with student attendance and absentee follow-up
- Providing first aid and student support as required

- Handling a range of administrative tasks including data entry, financial transactions, bus bookings and filing
 - Supporting the daily operations of the College with flexibility and efficiency
 - Helping maintain a positive, safe and organised environment
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Personal Qualities

The ideal candidate will be someone who:

- Works with integrity and professionalism
 - Communicates clearly and warmly with people of all ages and backgrounds
 - Is reliable, adaptable and calm under pressure
 - Enjoys working as part of a team
 - Shows care and diligence in all tasks
 - Protects privacy and confidentiality
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Conditions of Employment

- **Start Date:** Negotiated with the successful candidate (commencing as soon as possible)
- **Tenure:** Ongoing, with a 6-month probation period
- **Hours:** 76 hours per fortnight (Monday – Friday, 8:00am – 4:00pm)
- **Classification:** Business Services, Level 2, as per the Tasmanian Catholic Education Single Enterprise Agreement 2024
- **Salary Range:** \$61,952 – \$69,877 per annum plus 12% superannuation

How to Apply

To apply, please provide the following documents:

1. A completed **Application for Employment Form**
2. A completed **Pre-Employment Check Form**
3. A brief **letter of introduction**, telling us why you are interested in joining Mount Carmel College
4. A response to the **Key Responsibilities** – around two pages in total
5. A **current Resume**, including your employment history and relevant experience

Applications should be addressed to:

Megan Richardson, Principal
Mount Carmel College

and forwarded electronically by **9.00am on Thursday 25 September 2025** to:
principal@mountcarmel.tas.edu.au

You will receive a confirmation email within two working days of your application being received.

If you have any questions, please contact the Principal's Office on **(03) 6216 7900** or email **principal@mountcarmel.tas.edu.au**.

We look forward to receiving your application, and thank you for considering joining our community at Mount Carmel College.