



EXPRESSION OF INTEREST

AO3 Front Office Administration Officer

Full-Time | Temporary 12 Months (with possibility of extension)

36.25 hours per week, with access to accrued time to cover part of school holiday periods

Start Date: Monday 19 January 2026

Western Cape College is seeking applications from highly motivated and organised individuals to join our Front Office Administration team on the Secondary Campus. If you are service-oriented, enjoy working in a professional office environment and have strong administrative skills, this role may be a great fit for you.

About the Roles:

The AO3 Front Office Administrator provides operational support across a range of administrative functions, ensuring timely and accurate service delivery and responsive support to students, staff and visitors. The role plays a key part in maintaining smooth day-to-day operations of the College, supporting compliance with policies and contributing to a safe and well—managed environment.

Your Key Responsibilities:

Report to the Business Manager, key responsibilities include (but are not limited to):

- Contribute to the day-to-day operations of the Weipa Secondary Campus Administration Office providing support to students, staff, and visitors.
- Provide general administration support across multiple areas of the College, including facilities, finance and services.
- Manage and maintain College systems and software used by students, staff and visitors.
- Perform financial administration tasks, including processing payments, reconciling accounts and assisting with purchasing and banking as required.
- Oversee and administer student medical needs, including medication and first aid, ensuring compliance, accurate record-keeping and inventory management.
- Interpreting and apply departmental and College policies, procedures and guidelines in daily operations.
- Support operational processes to ensure the smooth running of the college.
- Contribute to continuous improvement by identifying opportunities to enhance administrative processes, systems, and service delivery.

In addition to the opportunity for flexible work arrangements, this position also provides:

- Access to accrued time to cover part of school holiday periods in addition to 5 weeks annual leave entitlement.
- Fortnightly locality allowance payable each fortnight.
- Remote travel benefit payable (after 12 months) for the employee and dependents, including one return air flight to Cairns and one return air flight to Brisbane each year.

Suitability Assessment Criteria

Within the context of the role described above, the ideal applicant will demonstrate:

1. **Administrative and Organisational Skills** – Proven ability to manage multiple administrative tasks, prioritise work, and maintain accuracy in a busy office environment.
2. **Communication and Interpersonal Skills** – Well-developed verbal and written communication skills, with the ability to liaise effectively with students, staff, parents, and external stakeholders.
3. **Service Orientation and Professionalism** – Commitment to providing high-quality support, maintaining confidentiality, and contributing positively to a team environment.
4. **Capacity for Initiative and Compliance** – Ability to work independently, follow policies and procedures, and support continuous improvement in administrative processes.

Interested?

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a maximum two-page written response outlining your suitability for the role referring Suitability Assessment Criteria.

Enquiries/applications should be directed via email to:

Jess Villari, Business Manager jvill51@eq.edu.au and be received by 3.00pm Wednesday 26 November 2025.

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. The successful applicant must also pass a Criminal History Check.