

**Regional Administrator (South Metro)**  
**Full Time- Como**  
**Immediate start**

Alta-1 College provides an alternative education for young people between the ages of 12 to 18 years. The College enables young people who have been unsuccessful in mainstream schooling to complete secondary education. Alta-1 has a well-developed Christian education philosophy linked to a therapeutic recovery model.

**Your role and responsibilities:**

- Receive, process and file all student enrolment documentation.
- Provide administration support to the Regional Principal
- Be a respectful and active listener in relation to parents / staff.
- Be a Christian committed to demonstrating that your beliefs and values are real and impact your daily life

Please refer to the role description for more complete details.

Please refer to the role description and selection criteria for more complete details.

**Essential requirements to be considered for the role**

- To be a practising Christian, enthusiastic and passionate about helping young people, with the capacity to work collaboratively in a team environment.
- To have a current Working with Children Check and a Nationally Coordinated Criminal History Check.
- Please refer to the selection criteria document for the full list of essential requirements.

**Benefits of working for Alta-1 College**

- Salary packaging
- Professional development opportunities
- Opportunity for career progression

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply. Applications **must** include a cover letter addressing the selection criteria, a current resume and a written reference from your pastor. You can find the selection criteria on our website at [www.alta-1.wa.edu.au/employment](http://www.alta-1.wa.edu.au/employment)

Please submit applications via e-mail (preferred) to [hr@alta-1.wa.edu.au](mailto:hr@alta-1.wa.edu.au) or by mail to PO BOX 2104, Wangara DC 6947. Please address the application to the South Metro Regional Principal, Gigi Thiele.

Application closing date is 4:00pm Monday 4 March 2019.

*Changing lives one at a time*

[www.alta-1.wa.edu.au](http://www.alta-1.wa.edu.au)