



### **Student Services Officer - 2026**

We are seeking to employ highly a motivated individual to join our growing Secondary School community in a full-time capacity, commencing Term 1 2026.

The ideal candidate will have experience working in Secondary education. They will be dynamic, enthusiastic and innovative in their approach to support student wellbeing and the school community. The College offers a supportive work environment through the Administration team.

The successful candidate will also have a strong work ethic, friendly nature and be a conscientious, committed Christian.

### **The College**

Austin Cove Baptist College is a co-educational College that commenced in 2011 and currently has approximately 780 students from Kindergarten to Year 12. The College is situated in the Austin Lakes development just east of Mandurah and provides a high standard of education within a Christian context. For further information on the College, please visit: [www.acbc.wa.edu.au](http://www.acbc.wa.edu.au)

### **Selection Criteria**

#### **Essential**

- To have a personal faith and commitment to Jesus including regular church attendance and a lifestyle consistent with the expectations of Christian faith
- Demonstrated passion for student support and wellbeing
- Be a friendly, highly motivated and organised team member with excellent communication skills

#### **Highly Desired Qualities**

- Have demonstrated knowledge of student management systems in schools including tracking overall school attendance, identifying trends and patterns of concern, and preparing reports for school administration
- First aid experience
- Expertise in using IT and programs such as Word, Excel and Publisher
- Be approachable, a good listener and an effective communicator
- Have a commitment to pastoral care of students and their families.

### **Application Process**

Applications for employment at Austin Cove Baptist College should include the following:

- Cover Letter addressing the Selection Criteria (no more than 2 pages).
- Application Form ([www.acbc.wa.edu.au](http://www.acbc.wa.edu.au))
- Curriculum Vitae/Resume with at least three referees, one of which is your Pastor
- Copies of academic transcripts and qualifications
- A letter of reference from your Pastor.

You will receive notification on receipt of your application. Shortlisted candidates will be contacted and invited to attend an interview. Applicants may then proceed to an interview with the College Board.

Please address all applications and correspondence to:

Yolande Kock

[ykoch@acbc.wa.edu.au](mailto:ykoch@acbc.wa.edu.au)

**Applications close:** Friday 7 November 2025