COLLEGE
UNDER THE STEWARDSHIP OF
MARY AIKENHEAD MINISTRIES

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Mt St Michael's College is a Catholic school for young women in Ashgrove.

Applications are invited for the position of

WELLBEING CENTRE RECEPTIONIST

THE OPPORTUNITY

Mt St Michael's College is a Catholic girls' school of 900 students (Years 5-12) situated in the leafy avenues of Ashgrove, 5 km from the CBD. The College maintains a tradition of academic excellence, extensive co-curricular activities, and student wellbeing programs across the school.

The College has a vacancy for a full-time, term-time position (approximately 41 weeks per year) as a Wellbeing Centre Receptionist.

As the Wellbeing Centre Receptionist, you provide professional and courteous administrative support to our Student Wellbeing team. You play a key role in creating a warm, welcoming and efficient reception area in the Wellbeing Centre, providing services to and liaising with students and staff. You are responsible for managing the student flow in the Wellbeing Centre and providing general administration support to the Student Wellbeing team within the school.

THE BENEFITS

Joining Mt St Michael's College presents an exciting career opportunity to work in a welcoming and supportive team environment.

The College offers a supportive and enriching educational environment for students in Years 5-12, based on the values of Love, Hope, Justice and Compassion. The College offers an extensive curriculum and co-curricular program and encourages the pursuit of academic excellence as well as tailored learning support for individual students.

THE SELECTION CRITERIA

1.

Applicants for the position are required to briefly address the following selection criteria in writing. The responses should be approximately one page, but no more than two, and be a separate document from the covering letter.

1. KNOWLEDGE AND SKILLS

- Previous experience in a customer service role and completing administrative duties.
- Experience in a school environment and/or a desire to work in school environment.
- Technical knowledge and experience of Microsoft Office Suite including Microsoft, SharePoint, OneDrive and Teams,
- Previous experience with The Alpha School System (TASS) is desirable, but not essential.

2. Personal Qualities

- Excellent communication skills, both written and verbal, to enable effective liaison with staff and students.
- A high level of initiative, accuracy and attention to detail.
- Ability to work as a member of team, as well as independently.

Mandatory Requirements

- A current First Aid Certificate is essential to this role.
- Applicants must hold a current Working with Children – Blue Card.

THE APPLICATION PROCESS

All applications will be considered, leading to a shortlist and followed by interviews with the Principal or other appropriate delegates.

Applications should be addressed to Ms Sharon Volp, Principal and include the following documentation:

- A covering letter outlining your experience and interest in this position.
- A current resume outlining qualifications, experience, areas of special interest and the names and contact details of three professional referees.
- A written response to each of the selection criteria. This should be a separate document from the covering letter comprising a concise statement totalling no more than two pages.

Please visit our College website: https://www.msm.qld.edu.au/our-college/employment for the Position Description.

Applicants should forward their application to: hrm@msm.qld.edu.au.

For further information, please contact Alexandra Quinlan on (07) 3858 4248 or email hrm@msm.qld.edu.au.

APPLICATIONS CLOSE on Monday 8 December 2025 at 9:00 am