



**REDLANDS  
COLLEGE**  
Be the difference

## Executive Assistant to the Principal

*Permanent, Full-time Position | Commencing 8 July 2024*

### About the Role:

With the upcoming retirement of the College's highly valued and long serving Executive Assistant to the Principal, we are seeking a skilled administrator to fill this role. The ideal candidate must possess exceptional organisational skills, meticulous attention to detail and rigorous confidentiality. In addition to providing comprehensive administrative support to our principal, this role will also involve significant contributions to board governance.

As an Executive Assistant, you will be instrumental in maintaining smooth operations and fostering effective communication within the executive team and the broader college community. Your role will be pivotal in ensuring that all administrative tasks are efficiently and discretely handled, allowing the principal to focus on strategic initiatives and leadership responsibilities.

### To be successful in this position, you will have the following:

- Advanced skills in Microsoft Suite
- High level of administrative knowledge and experience
- Governance and financial knowledge and experience preferred
- Current Positive Notice Blue Card for Child Related Employment, or ability to obtain one

Applications are invited for this **permanent full-time position, commencing 8 July 2024**. Applicants must be a Christian and an active member of their church.

### About Us

Redlands College has been intentionally building a Christ-centred learning community of excellence for 35 years. As a Prep to Year 12 co-educational learning community of 1440 students located in the beautiful Bayside region of Brisbane, we seek to form and educate students to be active participants in God's mission and His world. Our holistic College curriculum incorporates academics, vocational education, creative arts, performance music, sport, outdoor education and Christian character development, and is provided by passionate staff committed to inspiring the learning journey of all students.

Redlands College strives to be an employer of choice, providing competitive benefits to staff within a culture focussed on collaboration, innovation and creativity.

### How to Apply

Please email Rebecca Bellas, HR Officer at [recruitment@redlands.qld.edu.au](mailto:recruitment@redlands.qld.edu.au) with the following:

- 1) Employment Application Form – **available via our website employment page**
- 2) Cover Letter
- 3) Curriculum Vitae (CV)

**Applications close at 4pm on Friday 8 March 2024.** The College reserves the right to fill the position early by invitation or appointment, make an interim arrangement, extend the application date, or to re-advertise the position.

### Our Location

38 Anson Rd, Wellington Point Q 4160  
PO Box 2153, Wellington Point Q 4160

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**E** | [mail@redlands.qld.edu.au](mailto:mail@redlands.qld.edu.au)

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