



Lighthouse Christian College

Position Description

Position Title	Operational Teaching Assistant
Reports to	Deputy Principals (Primary & Secondary)
Key Liaisons	Principal; Executive team; Teaching staff (Primary & Secondary); College community
FTE	0.80
Last Updated	February 2026

Lighthouse Christian College

Our Purpose

Lighthouse Christian College seeks to represent the Lord Jesus Christ to our community. Students, staff, and families align with our Christ-centered values. We acknowledge the Holy Spirit's power to transform lives. We were founded by Lighthouse Christian Church to teach, train, and disciple godly generations to impact their world. Through the Trinity, we discover our purpose in God the Father, our example in God the Son, and our power in God the Holy Spirit.

Our Values

Our focus is to develop and promote the values of humility, empowerment, authenticity, respect, and tenacity within the college community.

We have a rich and exciting teaching and coeducational learning environment from ELC to Year 12. It is a community large enough to offer specialist personnel and small enough to remain intimate and caring. We have excellent, dedicated, well-qualified, and experienced teachers who keep abreast of best-practice pedagogy.

Lighthouse Christian College has been named in the Top 1% of Primary Schools in Victoria and is the leading Victorian Christian school for achieving university placement.

Position Summary

The **Operational Teaching Assistant** provides consistent, high-quality operational, administrative, and logistical support to the College, enabling teachers and leaders to deliver effective learning and co-curricular programs, sourcing and maintenance of resources/materials, administrative coordination, and communication processes to ensure the effective execution of programs and activities.

The role operates within a defined level of responsibility, demonstrating consistency, reliability, and professionalism across all administrative and operational duties.

This role is non-teaching in nature and does not involve direct responsibility for instruction, assessment, or ongoing supervision of students. Interaction with students may occur incidentally while supporting operational tasks, in accordance with college policy and under appropriate supervision.

Key Responsibilities:

General Administration & Operational Support

- Provide efficient and professional administrative support to College leadership, teaching staff, and Year Level Leaders.
- Manage the collection of permission notes and payments for activities such as camps and excursions, booking buses and venues, completing risk assessments and associated documentation, auditing, ordering and organising classroom materials and resources, and purchasing event-specific supplies.
- Support Teachers (both Primary & Secondary) to communicate with parents/carers through the relevant school platform, such as classroom specific events or reminders.
- Provide efficient and professional administrative support to the teaching staff and/or Year Level Leaders.
- Support day-to-day operational activities to ensure smooth classroom operations.
- Undertake ad-hoc administrative tasks across various departments as required.

Child Safety

- Demonstrate a clear understanding of and commitment to the College's Child Safety policies and procedures.
- Identify and respond appropriately to child safety risks and indicators of harm.
- Comply with all mandatory reporting obligations and College policies relating to student wellbeing and staff conduct.

Health and Safety

- Comply with the College's Occupational Health and Safety policies and procedures.
- Take reasonable care for personal safety and the safety of others in the workplace.
- Report hazards, incidents, and risks in accordance with college guidelines.

Culture & Involvement in the life of the College

- Model professional conduct and lead by personal example, reflecting a Christian ethos and a caring, respectful community.
- Support the development of a positive, inclusive, and God-honouring spiritual and emotional environment.
- Uphold and actively support the Mission, Vision, and Values of the College.
- Foster a collaborative and innovative approach within the administrative and operational team.
- Attend meetings and professional development activities as required.
- Participate in College events and activities as directed by the Principal or Deputy Principals.
- Interact positively and respectfully with students, staff, parents, and visitors.

Key Performance Indicators

- ❖ KPI 1 – Demonstrates consistent, reliable performance across administrative and operational responsibilities in support of teaching functions.
- ❖ KPI 2 – Effectively supports classroom program delivery through logistical and resource-based assistance.
- ❖ KPI 3 – Provides efficient administrative support that enables teachers to focus on instruction and student learning.
- ❖ KPI 4 – Operates within the defined scope of the role, maintaining professional boundaries and compliance with College procedures.

Selection Criteria:

The successful applicant will be an energetic, organised, and motivated individual with a strong commitment to providing high-quality operational and administrative support in a school environment.

Essential

- Demonstrated administrative and operational support experience, preferably in an education setting.
- High-level skills in Microsoft 365 (Word, Excel, Outlook, Teams) and an understanding of database systems.
- Strong organisational and time-management skills with the ability to prioritise tasks effectively.
- Well-developed written and verbal communication skills.
- Strong interpersonal skills and the ability to work collaboratively as part of a team.
- Current Australian working rights.
- Valid Working with Children Check (or ability to obtain prior to commencement).
- Commitment to child safety and wellbeing.

Desirable

- Experience supporting co-curricular programs such as educational programs, events, or uniform operations.
- Familiarity with school management systems or education administration processes.
- Understanding of Christian education environments.

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood, and accepted its contents.

Name of Employee	Signature	Date
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Principal	Signature	Date
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