Applications are sought for the position of

**Administrative Assistant / Reception Support**

Woolaning Homeland Christian College is a community-managed school and a partnership between the NTCSA, Woolaning Community Inc., other communities in the region and the Commonwealth and NT governments. It commenced operation in July 2002 and presently caters for up to 70 students.

The administration assistant’s primary role comprises some reception work but also includes general administration support with record keeping, secretarial as well as financial tasks. It is anticipated that this position carries a 0.5 load.

For more information about working at Woolaning please contact the Principal, Fred van Brussel on 08 8978 1000 or fred.vanbrussel@ntschools.net.

For general information please contact us as per details given below.

**Position commences as negotiated**
**Applications are considered as received**

Applications in writing to be directed to

Mrs Madeleine Von Muralt
NT Christian Schools Association
PO Box 228
KARAMA  Northern Territory 0813

human.resources@ntcsa.nt.edu.au