



Join us at Heathdale

Serving with Purpose in a Christ-Centered Community



Introduction

Faith, Learning and Community

Heathdale Christian College is a vibrant learning community grounded in a Christ-centred worldview, where faith and education are deeply intertwined. At the heart of the College's ethos lies a commitment to nurturing students not only academically but also spiritually, morally, and socially. The Christian values of love, grace, integrity, humility, and service shape every aspect of school life—from the classroom to the playground, from leadership to community engagement.

The College fosters a culture where students and staff are encouraged to explore their God-given potential, develop a strong moral compass, and grow in their understanding of God's purpose for their lives. Through daily devotions and a curriculum infused with biblical principles, Heathdale equips students and staff to think critically, act compassionately, and lead lives of faith and character in a complex world.

This holistic approach to education ensures that students graduate not only with academic excellence but also with a deep sense of identity, purpose, and a heart for serving others.

Equally vital to this mission is the College's staff culture, which reflects the principles: "humble, hungry and smart" – originating from Patrick Lencioni's book, 'The Ideal Team Player.' Staff members model humility by placing the needs of students and other staff and the broader community above personal recognition, fostering a spirit of collaboration and grace. They are hungry to grow—professionally and spiritually—demonstrating a deep commitment to continuous improvement and excellence in their calling. And they are people smart, cultivating strong relationships through empathy, wisdom, and effective communication. This culture of servant leadership and teamwork ensures that Heathdale remains a place where both students and staff thrive in a supportive, purpose-driven environment.



Werribee Campus

Established in 1982, the Werribee campus is where Heathdale Christian College has its origins. Over the decades, it has grown into a dynamic and comprehensive learning environment that caters to students from 3-year-old Kindergarten through to Year 12. Nestled in Melbourne's west, the campus is known for its strong academic programs, vibrant co-curricular offerings, and nurturing Christian culture. It provides a seamless educational journey, allowing students to grow in faith, character, and knowledge from their earliest years through to graduation.



Melton Campus

Launched in 2014, the Melton campus extends Heathdale's mission into the fast-growing western corridor of Melbourne. Serving students from Prep to Year 12, Melton offers a close-knit community where families experience the same high-quality Christian education and values that define Heathdale. With modern facilities and a passionate team of educators, the campus continues to expand and innovate, supporting students in their academic and spiritual development.

Together, both campuses reflect Heathdale's commitment to cultivating lifelong learners who are grounded in faith, equipped for service, and prepared to make a meaningful impact in the world.

Meet our Leaders



Senior Leadership



Ross Grace
Executive Principal



Yvonne Harvey
Principal of Primary
- Werribee



Deborah Letcher
Principal of Secondary
- Werribee



Iain Belot
Principal of Melton



Graeme Hallett
Director of Learning
and Teaching



Anthony Coghlan
Director of Student
Wellbeing



Andrew Ballesty
Director of Business



Cameron Clark
Head of Operations
and Systems

Deputy Principals



Daniel Lee
Deputy Principal of
Primary - Werribee



Daniel Deroon
Deputy Principal of
Secondary - Werribee



Nick Kopitschinski
Deputy Principal of
Melton

People and Culture Team



Hacy Tobias
Interim Director of
People and Culture



Rose Tukufuka
People and Culture
Advisor



Martiza Mejia
Talent Acquisition
Advisor



Vera Palacios
People and Culture
Administrator

Joining our Team

From Application to Belonging

At Heathdale Christian College, we are committed to employing staff who reflect our Christian values and contribute to a culture of humility, growth, and relational wisdom. Our recruitment process is designed to ensure that each candidate is assessed fairly and thoroughly, with consideration for both professional capability and alignment with our Christ-centred ethos.



Our recruitment process includes the following stages:

1. APPLICATION

Interested in applying for the role? Submit your application via the online recruitment portal on our College website at heathdale.vic.edu.au/employment. Please keep your resume and cover letter accessible. We'll also ask a few questions so we can learn more about you and your experience.

2. SHORTLISTING

After reviewing every application for relevant skills and experience and alignment with Heathdale's values, we'll contact shortlisted candidates to move into the interview stage.

3. INTERVIEWS

Our interview process typically involves three rounds. First and second round interviews focus on your suitability for the role, cultural fit, and often a demonstration of your gifts and talents. The People

and Culture Team are here to support you and is always happy to answer any questions as you prepare.

After reference checks, the preferred candidate will have the opportunity to meet with our Executive Principal to talk about how personal and College values and mission align.

4. ONBOARDING

If you're offered the role, congratulations! Our desire is to set you up for success from day one. That means walking with you through our onboarding process, making sure you feel prepared and are welcomed into our community.

What happens if I'm not successful? At Heathdale, we do our best to notify all candidates via email or phone call if they are unsuccessful. We really value your time and effort applying for the role and wish you all the best for your future endeavours.

For any recruitment enquiries, please email recruitment@heathdale.vic.edu.au

Please note that the process may vary at times depending on the College's timelines and operational requirements.



ADMINISTRATION SUPPORT AND RECEPTIONIST POSITION DESCRIPTION

REPORTING TO: Office Supervisor

CAMPUS: Werribee & Melton

TENURE: Casual

INTRODUCTION:

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

POSITION SUMMARY:

The position of the receptionist is to provide exceptional customer service while creating a warm and caring environment. Receptionists are the first point of contact to the college and provide a lasting impression on our community members.

This position will be responsible for the main reception at the Werribee campus, which includes tasks such as:

- Welcomes visitors by greeting them in person or on the telephone
- Answering or referring enquiries to the school administration hubs
- Directing visitors to relevant areas
- General administrative activities and tasks
- May be required to assist in various administration tasks; staff Aides, Community Development, Performing Arts, Sub Schools and other areas

KEY RELATIONSHIPS:

- Community members
- Office Supervisor
- EA
- Student Attendance Officer
- External providers

Refer to Attachment A.

KEY RESPONSIBILITIES & DUTIES:

A. Key Requirements

Reception

- Provide a welcoming, warm, and professional environment to our college.
- Maintain and be responsible for the Main Reception at Werribee campus, via phone, emails, announcements, & in person, assisting in all relevant enquiries.
- Transfer calls efficiently to the required sub-schools or relevant departments of the college.
- As required, complete the necessary announcements over the PA.
- Assist with enquiries that enter via the main reception.
- Use the enrolment technology to assist with relevant enrolment enquiries.
- As required, assist in updating the student attendance emails in the school database.
- Provide general administration duties including but not limited to -
 - Mail distribution.
 - Sign in & out process.
 - Working with Children's process.
 - Synergetic administrative processes.
 - Mail - distribution of correspondence, receipt of incoming & collation for outgoing.
 - As required, completion of data entry into the relevant system.
- Provide incoming call assistance and support to the Melton reception team when required.
- As directed provide Displan support.

Main Administration Building

- Be responsible for:
 - the opening and closing of the main administration building, including but not limited to locking/unlocking doors, and opening/closing blinds.
 - Tidiness of the main office lunchroom and boardroom to ensure they are ready to use throughout the day.
 - Ensure dishwashers in the lunchroom and boardroom are unpacked each morning and turned on each night.
 - As required, assist in updating and stocking the necessary items in the lunchroom and boardrooms.

B. Accountability

- Demonstrate a high level of communication, professional and interpersonal skills when relating to staff, families and the larger community.

- Maintain privacy and confidentiality with items relayed via reception, if required speak to the Office Supervisor.
- Ability to work as part of our Business Services team and provide assistance if or when required.
- Provide a calm and welcoming environment that leaves a positive impression on the College.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.

Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>.

OTHER DUTIES:

Any other assigned duties may be directed by the Office Supervisor, or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform the role productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner that reflects the College's mission, objectives, and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.

- Support the College's guidelines and policies.
- Perform your responsibilities in a manner that reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner that reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

The salary will reflect both qualifications and experience.

Annual performance and salary reviews will be conducted by the Office Supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Certificate IV preferably in Business / Administration or has relevant office administration experience.
- Excellent written and verbal communication skillset
- Solid organisational skills
- Valid WWCC 'E' & Police Check

ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Community Members	As required work closely with the Heathdale community members to ensure queries are responded to in a timely manner	As required
Office Supervisor	Work closely with Office Supervisor to establish best practices and ensure open communication occurs between PA/administration reception team.	Meeting on an 'as needs basis'
EA	As required, follow the direction of the EA to provide support in key administrative tasks	As required
Student Attendance Officer	As required or directed, assist with the student attendance process	As required

External Providers	• As required, assist with general enquiries	As required
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