



Join us at Heathdale

Serving with Purpose in a Christ-Centered Community

Introduction

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.



Our Campuses

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.

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.

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.



Meet Our Leaders



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



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



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.



Position Description

POSITION TITLE	People and Culture Administrator	AWARD	Educational Services (Schools) General Staff Award 2010
POSITION REPORTS TO	Director, People and Culture	DEPARTMENT	People and Culture
DATE CREATED	20 July 2026	APPROVED BY	
INTRODUCTION: Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton. Staff will work and act in accordance with 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.			
CHILD SAFETY: The College has zero tolerance of child abuse. 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 at protecting children from abuse and embed a culture of child safety in the school environment. The College holds regular training in Child Safety, and our policies reflect the seriousness in which we take this responsibility. Any breach of these will not be tolerated and will result in dismissal.			
POSITION PURPOSE: This position will support the People and Culture team and is responsible for a broad range of administrative duties across the entire employee lifecycle at the College. It also coordinates information flows for all people, processes, contributing to the delivery of effective and efficient People and Culture activities and programs. This position will also assist and support with key activities such as Talent Acquisition, WorkCover administration, regular running of HRIS reports, and monitoring / managing employee compliance requirements.			



Position Description

ACCOUNTABILITIES	PERFORMANCE INDICATORS
1 RECRUITMENT SUPPORT • Work with the Talent and Acquisition Advisor to assist with timely recruitment and recruitment campaigns. • Assist with screening resumes and scheduling interviews. • Assist with Reference checks. • Assist with posting job advertisements. • Assist with onboarding candidates.	• All relevant documents used are the latest versions. Version control is strictly maintained. • Conflicting deadlines are prioritised and managed. • Liaison with leaders so that candidates receive suitable communication and are progressed appropriately through the process.
ACCOUNTABILITIES	PERFORMANCE INDICATORS
2 EMPLOYMENT CONTRACTS AND INDUCTION • Prepare employment contracts, letters and People and Culture documentation. • Coordinate new starter induction experience, meetings and process.	• Employment contracts and associated People and Culture documentation is completed accurately, within strict agreed to timeframes and are accurate. • Ensuring the timely completion of employment contracts and People and Culture documentation, while maintaining the highest standards of accuracy and attention to detail. • New starter has Induction pack prior to starting. • New Starter is followed up regarding their 'experience'.
3 HRIS HR MODULE DATA • Enter all relevant into the HR component of our HRIS. • Maintain the HR component of our HRIS data base.	• Data is accurate, using the correct codes for job function and position and within agreed timeframes.



Position Description

Support employee lifecycle activities including commencements, changes and exits.	
4 COMPLIANCE ADMINISTRATION Administer staff compliance and learning online systems, including employee setup, course assignment, generating compliance reports, and coordinating follow-up with staff to ensure completion.	- Online module completion dates are monitored and followed at training is entered with 72 hours of attendance. - Staff attendance is cross checked and managed.
ACCOUNTABILITIES	PERFORMANCE INDICATORS
5 MANAGE PEOPLE AND CULTURE INBOX AND SUPPORT - Monitor and assist with the People and Culture Inboxes, responding to general administrative enquiries and directing requests to the appropriate team members as necessary. - Provide day to day People and Culture administrative support to employees and leaders.	- Service level agreement, (SLA), of 24 hours response time. If unable to resolve query of issue, an indication of when the issue will be action, is given. - Redirected to appropriate person - Respond to the general administrative enquiries and direct requests to the appropriate team members as necessary.
KNOWLEDGE, EXPERIENCE AND SKILLS	
Minimum five years' experience in human resources.	Experience in working in complex environments with competing demands.
Experience in the administration of HRIS and specifically HR modules of HRIS.	Experience in recruitment administration.
Intermediate Excel spreadsheet skills.	Track record of accuracy and timeliness in entering data and actioning items with critical deadlines.
Advanced Word skills.	Demonstrated ability and experience in undertaking reference checks.



Position Description

QUALIFICATIONS

Certificate: IV Human Resources.

Certificate: Foundations of Human Resources - Australian Human Resources Institute.

Professional Membership of Australian Human Resources Institute an advantage.

Heathdale is committed to child safe practice. We require all applicants to undergo a screening process prior to appointment and for general staff, to have a valid National Police check and an *employee* Working With Children Check. Successful applicants must comply with Heathdale's child safe policies and child safe code of conduct.

OUR CULTURE AT HEATHDALE

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INTERNAL	EXTERNAL	STAFF REPORTING	FINANCIALS
• Director, People and Culture • Finance Manager • Payroll Manager and Team • Principals • Deputy Principals	• Candidates • Recruitment agencies • School Photographer • Snap Printing		