

Role Description &
Application Process

Administration Coordinator



ST LUKE'S
COLLEGE



Join our learning community *in Bedfordview*

Purpose-Driven Education

Help us shape thriving and impactful lives

At St Luke's we have more than good intentions. we have a bold, crystal clear vision for the future. We want nothing less than for every child, teacher and family to thrive - in the fullest sense of the word. We are seeking a team of world-changers to join us as we roll up our sleeves; as we journey beyond the ordinary. We are seeking people who will do what is needed and who will do what works, blending the tried and trusted with the new and promising, as we shape a generation for impact.

We build thriving and impactful lives through:

Contribution: We help every young person to discover their calling. We equip students with skills to make an impact in a 21st century world, and we teach and live a worldview that brings coherence, meaning and hope to existence.

Connection: We prioritise the development of social and emotional competencies, equipping students to build and maintain deep and authentic relationships with self and others.

Potential: We couple high expectations, high support and proven practices to help every student grow into their incredible, full potential.

Habits: We intentionally foster self-discipline and build habits that lead to a balanced, resilient life.





Job *description*

Introduction

St Luke's College is part of Thrive.Ed's family of independent schools. You can think of it as St Luke's, a Thrive.Ed school. Our Bedfordview campus is located at 19 St Georges Road, Bedfordview, Germiston. St Luke's College carries forward the legacy of the former Bishop Bavin School, now under new ownership as part of the ThriveEd group, and with a renewed vision for the future. Our historic campus has been reimagined as a dynamic, purpose-driven learning community, where students are encouraged to strive for excellence in all aspects of life. We make private education more accessible to families seeking both academic rigor and faith-based values. Our students enjoy world-class facilities and a rich experience at affordable fees.

We are seeking a capable School Administrative Coordinator with exceptional integrity and a knack for administration and organisation, to ensure the smooth running of our front office and school administration — building a culture of professionalism, warmth, and reliability, and providing seamless support that enables our staff, students, and families to thrive.



Job title

Administration Coordinator

Objective

Support the execution of the school's operational strategy by helping build a values-driven front office and administrative culture — where systems, people, and processes work together seamlessly to serve students, staff, and families with excellence.

Accountable to

Operations Manager

Team

Operations Team



Key result areas

The successful candidate will play a key role in maintaining and improving the school's front office and administrative systems. They can expect to dedicate most of their time to ensuring smooth daily operations, delivering excellent service to staff, students, and families, and supporting the broader operations team in creating a calm, well-organised, and welcoming school environment.

STRATEGY AND EXECUTION

- Ensure the smooth daily functioning of the front office and key administrative systems
- Implement efficient processes for communication, visitor management, bookings, and school-wide coordination
- Maintain accurate records, assist with document management, and support the execution of administrative workflows
- Support the School Operations Coordinator and Operations Manager in delivering key school events and logistical plans
- Respond proactively to operational needs and help implement solutions that support the school's strategic goals
- Help uphold a calm, professional environment that supports learning and excellent service delivery
- Maintain confidentiality, accuracy, and timeliness in all aspects of school administration

OUR LEARNING COMMUNITY

- Serve as a warm, professional first point of contact for students, families, and visitors — modelling the school's values through every interaction
- Foster a welcoming and respectful atmosphere at reception that reflects the heart of the school community
- Support learners and staff with care and discretion — including managing sickroom duties, medicines, and first aid stock
- Assist with communication between staff, parents, and service providers to ensure smooth coordination and positive relationships
- Work collaboratively with all teams to support a school environment that is calm, kind, and learner-centred
- Contribute to student wellbeing by ensuring accurate records, timely communication, and thoughtful organisation of resources and events
- Help implement and maintain practices that make the school environment safe, inclusive, and efficient for all

RESOURCE PLUS

- Manage front office supplies, stationery, and administrative resources to ensure availability and cost-effective use
- Support inventory tracking and distribution of shared school resources (e.g. textbooks, classroom supplies, office materials)
- Log and track printer, telephone, and equipment faults; liaise with service providers for resolution
- Ensure the reception area, sickroom, and common spaces are well-stocked, organised, and presentable at all times
- Assist with bookings and resource coordination for school facilities (halls, meeting rooms, buses, etc.)
- Provide logistical support for events, deliveries, and school communications, ensuring efficient use of time and materials
- Maintain accurate records and assist with basic data entry into administrative or educational systems as required



Remuneration

Market related and dependent on strength of the candidate.

Location

19 St Georges Road, Bedfordview, Germiston.

Start Date

August 2025 (to be confirmed)

Our ideal candidate

- Is warm, professional, and highly organised, with a deep sense of responsibility and care for others.
- Communicates clearly and confidently — in person, over the phone, and in writing.
- Thrives in a dynamic environment, managing multiple tasks calmly and effectively.
- Has strong attention to detail and is comfortable working with documents, data, and systems.
- Works well both independently and as part of a team, with a proactive and solution-oriented mindset.
- Brings previous experience in school administration or customer-facing roles (advantageous).
- Demonstrates sound computer literacy and a willingness to learn new systems and tools.
- Embodies the school's values in all interactions, helping create a safe and welcoming environment for students, staff, and families.

Qualifications & Experience

- Minimum requirement is a recognised qualification in Business Administration, Operations Management, Education Management, or a related field
- Excellent reputation for integrity, professionalism, and strategic execution in complex school or organisational environments
- At least 7 years of experience in operations, administration, or business support, ideally in an education or service-focused sector
- Registered with SACE





How to *apply*

We follow a four-step
appointment process.

01

Share your knowledge, skill and passion by completing our online interview questions at this link: <https://forms.office.com/r/SieVWE1R9t> (interview takes 30 minutes)

02

We carefully review all applications. Successful candidates will receive an email with instructions on how to book an in-person interview within 8 weeks.

03

You may be required to complete work sample tests or psychometric assessments.

04

If successful, you will complete a final interview with the Board of Thrive Ed and/or Executive Head.

We regret we cannot respond to unsuccessful candidates.

If you have any questions regarding the application process, kindly reach out to us at **apply@thriveed.co**



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