

## Iona College Geelong Recruitment Timeline and Information Non-Teaching Staff 2025

Iona College Geelong is a Catholic Co-educational College located in Charlemont (a 15-minute drive from the Geelong CBD), part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast.

After many years in the planning, Iona College Geelong officially opened its doors for the first time for students at the start of the 2020 school year. 150 Year 7 students formed the Foundation year for the College coming from many different regions within and beyond Geelong, the Surf Coast and Bellarine.

After a period of rapid growth, the College currently has a student population of 1073 in Years 7 to 11. Iona College is the fifth and newest Catholic Secondary School in the Geelong region and the second Catholic Co-educational option for parents seeking a Catholic Education for their daughters, sons and young people.

The College has renewed its original Master Plan to cater for an expected secondary school cohort of 1330 students. Our Master Plan has been developed to ensure that the student community of Iona College have state-of-the-art facilities befitting educational needs for the present and the future. 65 million dollars is being invested in capital works over the next six years. The 'Columba Centre' is a three storey multi-disciplinary learning centre that has an imposing outlook to the City of Geelong and the You-Yangs in the North and the Surf Coast in the South. In addition to the Columba Centre, a comprehensive landscaping program has taken place with a focus on native vegetation and ensuring that students have many and varied play spaces.

The College has completed three of four stages of its master plan providing our students with modern state-of-the-art facilities appropriate for a 21st-century education. Our dynamic learning spaces incorporate specialised equipment for science, visual and digital art, technology (wood, metal, plastics and electronics), STEM, digital technology, media and performing arts. The MCG-size AFL oval, College Stadium, Music and Food Technology Centre are just a few of the many facilities available to foster a well-rounded educational experience.

In 2023 we opened our newly built Student Services, Library, Learning and Administration Centre. These facilities support our staff and students as the population of our College continues to increase.

Work continues this year on the establishment of an additional 14 classroom spaces along with the duplication of the College gymnasium, food technology spaces and canteen in readiness for the 2025 school year. We will be commencing further building projects in 2024 to cater for the exceptional demand that we have received during our initial growth phase.

As a Catholic School, Iona is committed to the service of those who are marginalised in our society. 'Service of Others' will form a key part of the Catholic Identity that Iona will craft over the next few years. We intend to reinforce with our students the need to use the education that they are privileged to receive, to enact the College motto 'Learning to Change the World'.

Iona College Geelong creates a culturally safe environment by encouraging and supporting First Nations students to express and enjoy their culture. We acknowledge and appreciate the strengths of Aboriginal culture and its importance to the wellbeing and cultural safety of First Nations students.

The current Governance structure of the College lies with the Melbourne Archdiocese Catholic Schools (MACS). Further information on MACS can be found at: <https://www.macs.vic.edu.au/> The College has established an Advisory Council that guides the College through its Foundational years. The Advisory Council is made up of two Canonical Administrators, members of the community with specific skills, as well as parents and carers.

### Non-Teaching Staff Positions for 2025

Iona College Geelong invites suitably qualified, experienced staff looking for an exciting career challenge to join our College in 2025. Current vacancies include:

- Learning Support Officers (Category B) 5 days per week school hours.
- Receptionist (Category C)- Full-time and ongoing
- VET Coordinator- (Category B) Full-time and ongoing or school hours
- VCE Administrator- (Category B) Part-time and ongoing- 0.6 FTE
- Specialist Assistant - Food Technology (Category B)- Part-time and ongoing- 0.6 (3 days per week) Mon-Wed
- ICT/AV Support Officer (Category C)- Full-time and ongoing
- Student Services Administrator (Category B)-Full-time and ongoing
- Student Reception/Attendance and Excursions- (Category C) Fulltime and ongoing

The successful candidates for category B roles will commence employment on 28th January 2025. The successful candidate for the category C role will commence employment on 20th January 2025

Conditions of employment can be found by accessing [The Catholic Education Multi-Enterprise Agreement 2022](#).

TIMELINE*	
<b>18 November 2024</b>	Iona College Geelong College has advertised the above roles in the following platforms: <ul style="list-style-type: none"> <li>• <a href="http://www.iona.vic.edu.au">www.iona.vic.edu.au</a></li> <li>• seek.com</li> <li>• Social media</li> </ul>
<b>1 December 2024</b>	Applications close at 4 pm
<b>2<sup>nd</sup> 3<sup>rd</sup> December 2024</b>	Shortlisting completed
<b>6<sup>th</sup>- 13<sup>th</sup> December 2024</b>	Interviews take place



Melbourne Archdiocese  
Catholic Schools



<b>17<sup>th</sup> December 2024</b>	Appointment made
<b>Start Date</b>	The successful candidates for Category B roles will commence employment on 28th January 2025. The successful candidate for the Category C role will commence employment on 20th January 2025

All applications will be acknowledged by a return email at the time of submission. This email constitutes official notification that your application has been received. No other correspondence will be received regarding your application unless you are selected for an interview.

You may be contacted regarding an interview either by email or phone. If you have not been contacted by **10 December 2024** you have not been successful in making the interview shortlist.

*\*The Principal may at any time vary the above timeline as required.*

242 Horseshoe Bend Road  
Charlemont VIC 3217

p: 03 5229 0004

e: [reception@iona.vic.edu.au](mailto:reception@iona.vic.edu.au)

[iona.vic.edu.au](http://iona.vic.edu.au)

## APPLICATION PROCESS

Interested applicants should submit the following via email:

1. Iona College Geelong Non-Teaching Application Form
2. Your Resume
3. An introductory Letter addressing the following questions:
  - i) Your reasons for wanting to become part of the Iona College Geelong Staff.
  - ii) The skills, attributes, and experience that you will contribute to the position sought and how these qualities may set you apart from other applicants.

Only Microsoft Word Documents will be accepted (no PDF documents). Responses (introductory letter) should not exceed two pages (approximately 700 words).

Email applications to: [employment@iona.vic.edu.au](mailto:employment@iona.vic.edu.au)

*Note: There is limited capacity for the Principal to respond to individual phone calls and emails regarding these positions until candidates are contacted for an interview after shortlisting.*

**Closing Date: 4 pm on 1<sup>st</sup> December 2024**

Refer to the Role Descriptions on the Iona College website.

## CHILD SAFETY EXPECTATIONS

Victorian Catholic schools are child safe environments. Iona College actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Iona College Geelong Child Safety and Wellbeing Policy and Child Safety Code of Conduct are available on the college website.

Staff must:

- have a demonstrated understanding of [Victoria's 11 Child Safety Standards](#).
- have a demonstrated understanding of appropriate behaviours when engaging with children.
- be familiar with legal obligations relating to child safety, including mandatory reporting and other obligations.
- be a suitable person to engage in child-connected work.

## CHILD SAFE PRINCIPLES

Every person employed at Iona College Geelong has a responsibility to understand the important and specific role she/he plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Iona College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our College community.
7. Procedures are in place to screen all staff, direct contact volunteers, third party contractors and external education providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all Canonical Administrators, Advisory Board members, staff and Direct Contact Volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.