Melbourne Archdiocese
Catholic Schools

IONA COLLEGE GEELONG

Iona College Geelong
Recruitment Timeline and Information
Non-Teaching Positions for 2026

Iona College Geelong is a Catholic co-educational secondary school located in Charlemont on Wadawurrung Country within the rapidly growing Armstrong Creek area between Geelong and the Surf Coast. Recognising the need for a second co-educational Catholic college, Catholic Education Melbourne established Iona College Geelong in 2020.

The College takes its name from one of the most significant Catholic sites in the British Isles. The Monastery of Iona was known as a "centre of learning by the sea," and our College embraces this legacy by serving and supporting a growing and vibrant community.

As a Catholic school, Iona is deeply committed to the service of others, particularly those who are marginalised. Our College motto, *Learning to Change the World*, shapes our identity and guides our work with students, encouraging them to develop their faith and take responsibility as members of a compassionate and just society.

We champion four aspirational values: Compassion, Leadership, Excellence, and Courage. These values are lived and reinforced throughout our students' educational journey, with frequent opportunities to take practical action aligned with the College's mission.

In 2025, Iona marks a significant milestone with the presence of our first full Year 7–12 cohort. Our foundation students will graduate as our inaugural Year 12 class, and this year also sees the introduction of our first-ever College Leaders through a new Student Leadership Model, an important step in shaping our culture.
Our teaching staff have built a learning program focused on individualised, differentiated and integrated approaches. This allows us to apply contemporary educational theory and practice to support each student in achieving academic success.

Iona also places strong emphasis on holistic wellbeing for both students and staff. Our curriculum embeds Social and Emotional Learning (SEL), Mindfulness, Respectful Relationships and Positive Education, equipping students with tools for resilience and growth.

We offer a broad range of co-curricular opportunities, including immersion programs, year-level Camps, interstate and overseas study tours, and a growing presence in the GISSA Sports Program. A diverse selection of sports and extracurricular activities is supported by passionate, skilled coaches and educators.

The College has completed three of the four planned stages in its master plan. Planning is underway for our next stage: a new 14 classroom facility and a new library, student services hub and administration centre. This development will also allow the relocation of Music and Performing Arts to a new, purpose designed space. These facilities will serve the full Year 7–12 student body and strengthen our VCE, Vocational Major, VET, and equivalent learning pathways.

Iona fosters a culturally safe environment by encouraging and supporting First Nations students to express and enjoy their culture and identity. We value and embed culture in recognition of those who cared for this land long before our College was established.

242 Horseshoe Bend Road
Charlemont VIC 3217
p: 03 5229 0004
e: reception@iona.vic.edu.au
iona.vic.edu.au

Governance of the College is overseen by Melbourne Archdiocese Catholic Schools (MACS). Further information is available at: https://www.macs.vic.edu.au. An Advisory Council supports the College through its foundational years, comprising two Canonical Administrators, community members with specific expertise, and parent representatives.

Conditions of employment can be found by accessing The Catholic Education Multi-Enterprise Agreement 2022.

Iona College Geelong is looking for candidates for the following positions:

1. Food/Hospitality Assistant
2. VET Administrator

TIMELINE*	
Wednesday 12th November 2025	The non-teaching positions will be advertised: • www.iona.vic.edu.au • seek.com • LinkedIn • Social Media
Wednesday 26th November	Applications close at 4 pm
Friday 28th November 2025	Shortlisting completed
1st December-5th December 2025	Interviews take place
Friday 12th December 2025	Appointment made
27th January 2026	Appointment commences

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 **5th December 2025** you have not been successful in making the interview shortlist.

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

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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

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 Wednesday 26th November 2025

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.

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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.

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