

# School Administration Manager

**Permanent Role Starting January 2026**



Candidate Application Pack



**THE  
YOUNITY  
SCHOOL**

A GREAT PLACE TO LEARN

# ABOUT THE YOUNITY SCHOOL

## *A great place to learn*

**Moreton Bay's only independent special assistance middle school. For young people aged 10 to 15 years old and their families.**

Our mission is to give young people the best opportunity to thrive in middle school and create positive pathways for their future.

At The Yunity School, we recognise the middle school years as one of the most important steps in a young person's journey to meaningful, lifelong engagement with learning.

It's a time when young people begin to experience agency, ownership and independence in their education, develop a sense of self and connection to the world, and begin to explore exciting possibilities for the future.

Yet many young people disengage from their education and learning journey during this step—especially those with complex learning and social support needs or who experience educational disadvantage.

At The Yunity School, we aim to support all young people and their families to engage or reengage with school, successfully navigate the middle years, and face their future with confidence, resilience and pride.

### **Belong**

Creating a proud sense of connection and community at school—and a collaborative network of support outside the school gates.

### **Learn**

Delivering engaging, innovative and flexible education programs that are responsive to individual learning needs and education goals.

### **Thrive**

A place where students and their families can find inspiration and support to rise to the challenge of life and realise their potential.

## **OUR VALUES**

**We focus on what is strong** – Celebrating resilience in the face of challenges, developing our unique strengths and facing the future with confidence and positivity.

**We are lifelong learners** – Developing curiosity, creativity, wonder and a lifelong love of learning as fundamental tools to living a rich and thriving life.

**We learn and grow together** – Embracing parents and families as partners in learning who can grow and develop together with young people and who have the unique role of passing on values and culture.

**We celebrate diversity and difference** – Recognising the unique contribution of every individual and celebrating diversity and difference as part of the fabric that strengthens our communities.

**We care about ourselves and others** – Knowing that academic success starts outside the classroom, and we develop our emotional and physical well-being—and support others to do the same.

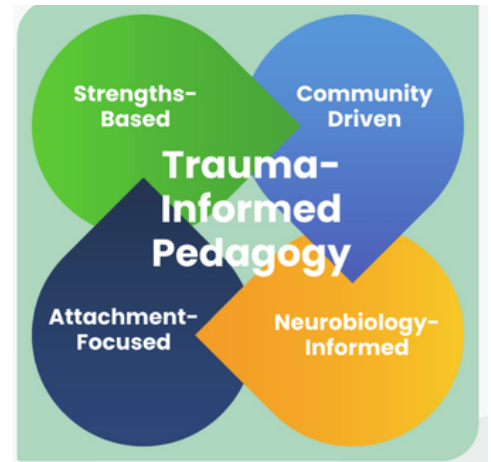
**We are a community** – Coming together as young people, families, staff and community members to co-create the best programs, networks, pathways and opportunities as a community.

## OUR LEARNING MODEL

### Creating Trauma-Informed Strengths Based Classrooms

At The Yunity School, we aim to be a centre of excellence in special assistance education by delivering programs that support children to build their self-regulatory capacities, to develop a sense of relatedness and belonging at school, and to integrate wellbeing principles that nurture growth and identify strengths.

Drawing on evidence-based models, including Berry Street Education\*, our classrooms nurture our students' well-being and enhance their willingness to engage in learning, harnessing their strengths for effective learning and future pathways.



## ENROLMENT PROFILE

After 12 months of operation, The Yunity School's student profile is becoming clearer. Our first cohort of 45 students in Years 7–9 has grown into a thriving school community with strong demand from referring schools and parents. 2026 will see enrolments grow to 90 students, with two classes each in Years 7, 8 & 9. Our expansion will extend to Years 5 and 6 by 2027.

Key takeaways from our enrolment profile:

- Students are engaging or re-engaging after disrupted schooling experiences.
- The majority present with complex social, emotional, and behavioural needs, requiring small class sizes, learning adjustments, and high staff-to-student ratios.
- Students thrive in environments that are calm, structured, and tailored, where they feel safe, supported, and able to learn.
- Strong referral pathways now exist with local schools, community services, and youth support agencies.
- Demand continues to exceed current capacity, confirming the critical need for quality special assistance education in the Moreton Bay region.

## BURPENGARY CAMPUS

The Yunity School's first campus at 45 Pitt Road, Burpengary, has quickly become a welcoming and inspiring environment that supports learning, wellbeing, and community connection.

Looking ahead, 2026 will see the opening of four new classrooms, multiple outdoor learning spaces, and culturally responsive environments that reflect and respect the diverse identities of our students.

This next stage of development is not just about growth in numbers — it reflects our commitment to creating educational spaces that are high-quality by design, delivering facilities that enhance learning and wellbeing, providing inspiring, safe, and accessible spaces.



## POSITION DESCRIPTION

### School Administration Manager

#### OUR INVITATION

The Younity School is Moreton Bay's only independent special assistance middle school, currently supporting students in Years 7–9 to re-engage in education and rediscover their love of learning. Since opening in 2024, we have quickly built a reputation for inclusive, inspiring and safe classrooms where students thrive.

As we expand in 2026 with new classrooms, outdoor learning zones, and culturally responsive, technology-rich spaces, we are seeking a skilled and professional School Administration Manager to join our team.

This is a part-time role (approx. 25–30 hours) ideally suited to an experienced administrator looking for meaningful work within school-friendly hours. If you feel ready to embrace the challenges and rewards of this exciting role, we warmly invite you to apply.

#### ABOUT THE ROLE

The School Administration Manager is central to the smooth and professional operation of our school. You will oversee enrolment processes, maintain accurate student records, manage school communications, and provide a welcoming first point of contact for families, staff and visitors. Your contribution will ensure that every interaction and every process reflects the values of The Younity School.

You will also play a key role in strengthening the school's administrative foundations. Working closely with Younity's Corporate Centre team, you will help design and refine systems, embed compliance-led workflows, and establish practices that support efficiency, transparency and excellence across our operations as the school continues to grow. As a small school, you will also be hands-on across a wide variety of tasks, stepping in where required and working closely with staff, students and families as part of an integrated and supportive school community.

#### ABOUT YOU

We are looking for a professional and adaptable administrator who thrives in a dynamic school environment. You will bring strong organisational skills, attention to detail and confidence in managing systems, records and communications, while also enjoying the variety that comes with working in a small and growing school.

You are someone who:

- Builds trust and rapport easily with staff, students, families and visitors
- Communicates warmly and clearly, both in person and in writing
- Can manage multiple priorities with calmness, efficiency and discretion
- Is confident with current and emerging technologies
- Understands the importance of compliance, confidentiality and accurate record-keeping
- Works collaboratively with the Principal, leadership, teaching and wellbeing staff as part of an integrated school team
- Contributes ideas and takes initiative to improve systems and processes
- Is flexible and hands-on, willing to step into a wide variety of tasks to support the smooth running of the school community.

## KEY DUTIES & RESPONSIBILITIES

The School Administration Manager will be responsible for:

### Enrolments & Records

- Coordinating enrolment processes in partnership with the Principal, ensuring accurate and timely information for all stakeholders
- Maintaining student records, attendance and demographic data
- Preparing reports to support leadership, compliance and funding requirements

### Communications & Front Office

- Providing a professional and welcoming point of contact for families, visitors and service partners
- Maintaining visitor logs and supporting WHS record.
- Sharing responsibility with the broader support team for phones, emails and school communication channels
- Supporting the Principal and leadership team with diaries, appointments and parent-teacher meetings

### Systems & Process Improvement

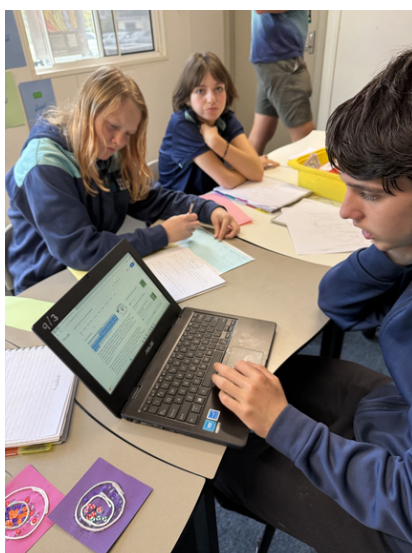
- Working alongside Yunity's Corporate Centre team (finance, HR, ICT, procurement) to align school administration with organisational systems
- Identifying and refining workflows and practices that add value to the school as it grows
- Supporting staff with compliance requirements and contributing to efficient record management

### ICT & Data Administration

- Confidently using the Microsoft 365 Education suite to support day-to-day operations
- Supporting student management systems (CRM/attendance platforms)
- Assisting with light ICT administration such as account setup, permissions and password resets

### Teamwork & Operational Support

- Working alongside teaching and wellbeing staff to support whole-school operations
- Assisting the Principal and leadership team with a variety of administrative tasks as required
- Contributing to school life by "chipping in" across a wide range of activities, from event preparation to daily operational tasks
- Maintaining office workspaces, organising meeting rooms and visitor logs in collaboration with the wider team



## EXPERIENCE, SKILLS & QUALIFICATIONS

### Essential

- Demonstrated experience in school administration, office management, or a comparable professional setting
- Proficiency across the Microsoft 365 Education suite and confidence with student management/CRM systems
- Strong written and verbal communication skills, with the ability to interact effectively with students, families, staff, and external partners
- Highly developed organisational skills and attention to detail, with the ability to manage competing priorities
- Proven ability to work collaboratively with leadership, teaching and wellbeing teams as part of an integrated school community
- Current Blue Card (Working with Children Check)

### Desirable

- Experience in an education environment or familiarity with school compliance requirements
- Certificate III or IV in Business Administration (or higher) or equivalent relevant qualification
- Experience working with shared services functions (e.g. HR, finance, ICT, procurement)
- Familiarity with enrolment processes, student record management and compliance frameworks in education

### Core Attributes

- Professionalism, integrity and a strong sense of responsibility
- Adaptability and resilience in a dynamic school environment
- A collaborative mindset, willing to contribute to team priorities and step into a variety of tasks when needed.
- Commitment to The Yunity School's values and culture of inclusion, wellbeing and learning

## WHAT THE YUNITY SCHOOL CAN OFFER YOU

- Competitive pay: \$40–\$50 per hour (commensurate with experience), plus access to NFP salary packaging benefits
- School-friendly hours: part-time, 25–30 hours per week, and school holiday breaks, with salary annualised for consistent fortnightly income\*
- A professional yet welcoming culture: join a supportive team where your skills and contribution are genuinely valued
- Impactful work: be part of a pioneering school making a real difference for young people in the Moreton Bay region
- Opportunities to grow: play a key role in shaping the administrative systems of a growing school and develop your own skills in leadership, compliance and ICT systems
- Connection and collaboration: work alongside teachers, wellbeing staff, leadership and Yunity's Corporate Centre in an integrated and innovative organisation

\*This is a term-time role, paid at the nominated hourly rate for 40 working weeks plus 4 weeks' paid annual leave. Salary is annualised and paid evenly across 48 weeks of the year to provide a consistent fortnightly income, including during school holiday periods.

## TERMS & CONDITIONS

|                                    |                                                                                                                                  |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Team:</b>               | The Younity School                                                                                                               |
| <b>Reporting to:</b>               | Principal (with close liaison with Younity Corporate Centre)                                                                     |
| <b>Employment Type:</b>            | Part-time (25–30 hours)                                                                                                          |
| <b>Reports:</b>                    | None                                                                                                                             |
| <b>Working from:</b>               | The Younity School, Burpengary Campus                                                                                            |
| <b>Probation Period:</b>           | 6 months                                                                                                                         |
| <b>Key Internal Relationships:</b> | School Leadership, Teaching Team, Support & Wellbeing Team, Younity Program Heads, Youth Services Team, Children & Families Team |
| <b>Key External Relationships:</b> | Parents, Carers, Families, Community Members, Service Partners, Pathways Partners, Referral Partners, Allied Health Services     |

**The Younity School is a Child Safe environment in which there is zero tolerance for child abuse. It is a condition of employment that all employees comply with all relevant policies and procedures, including Child Safe policies.**

## APPLICATION PROCESS

### STEP ONE

Please submit your resume and a cover letter (max 2 pages) addressing the key skills and abilities via our online portal.

[www.younityschools.qld.edu.au/about/work-with-us](http://www.younityschools.qld.edu.au/about/work-with-us)

**Applications will be assessed on an ongoing basis, and early applications are encouraged.**

### STEP TWO

Panel Interviews will be held for short-listed candidates

### STEP THREE

Successful candidates will be expected to start in January 2026, with some flexibility negotiable.

For a confidential discussion, please contact **Janine Botfield, CEO** on **0411 214 052** or **[janine@younity.org.au](mailto:janine@younity.org.au)**

**We believe workplace diversity sparks innovation and creativity. The Younity School is a safe, accessible and inclusive workplace for people of all backgrounds.**

**We encourage people from Aboriginal and/or Torres Strait Islander backgrounds with relevant experience to apply.**



*Younity acknowledges the Traditional Owners of Gubbi Gubbi Country and recognises their rich history and continuing connection to learning, community, land, waters and culture. And we pay our respects to all Aboriginal and Torres Strait Islander Peoples and Elders past, present and emerging.*

*Younity is committed to embracing diversity and eliminating all forms of discrimination in providing our services and support. Younity welcomes all people irrespective of ethnicity, lifestyle choice, faith, sexual orientation and gender identity.*