



ST BERNARD'S CATHOLIC PRIMARY SCHOOL

KOJONUP

ADMINISTRATION OFFICER (3 Days PW)

St Bernard's is a co-educational primary school located in Kojonup, which is approximately 255km south of Perth and 150km north of Albany on Albany Highway. Kojonup is a vibrant, rural community offering excellent sporting and community services and facilities. We currently have 98 students from 3-year-old Kindy through to Year 6.

We are seeking a suitably qualified and experienced Administration Officer to join our professional team. This position is the first point of contact for parents and visitors to the school and requires a friendly, welcoming and positive person in the role. Duties include a range of administrative tasks including telephone reception and directing queries appropriately; student attendance and enrolment; secretarial duties including incoming and outgoing correspondence, promotions and filing; and other tasks important to the smooth operation of St Bernard's School.

This is a 3 day per week ongoing permanent position commencing 1st January 2023.

SELECTION CRITERIA:

ESSENTIAL:

- Commitment to the objectives and ethos of Catholic education
- Strong interpersonal skills
- Demonstrated ability to work effectively within teams to achieve objectives
- Demonstrated ability to work independently, to prioritise work, take initiative and meet deadlines
- Experience in office administration
- Competent level of computer skills and knowledge including experience in Microsoft Word, Excel, and Internet applications
- Demonstrated ability to learn new skills, as required

HIGHLY DESIRABLE:

- Previous experience in an administration position in a school
- A demonstrated ability to use school-based systems such as Office 365, AOS, SEQTA and various computer programs relevant to office administration

Successful applicants must also supply a current Federal Police Clearance/100 Point Identification Check. The appropriate Criminal History Record Check form is available from the Department of Education and Training website (<http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history>).

On appointment successful applicants will require a Working with Children Check. Application forms are available at Australia Post outlets. An application for a WWC must be made in person.

Successful applicants will be required to work towards Accreditation to Work in a Catholic School.

FURTHER INFORMATION:

All queries should be directed to the Principal, Mrs Sharon Marino, on 0456 777 954 or by email to Sharon.Marino@cewa.edu.au

To Apply

Your application should include:

1. A cover letter
2. Your current Curriculum Vitae
3. Contact details of at least 2 professional referees
4. A document addressing the selection criteria

Email applications to the Principal: Sharon.Marino@cewa.edu.au

Applications close Monday 7th November 2022