



ADMINISTRATION OFFICER Part-Time, Temporary Position Commencing 9th October 2023 and concluding 31st December 2024

St Joseph's Primary School is seeking an enthusiastic and experienced Administration Officer to join our team.

We cater for students from Kindergarten to Year 6 in multi-aged, well resourced and contemporary classrooms.

Our professional and highly motivated staff are passionate about supporting individual student success in a safe, engaging and modern environment which is consistently well maintained.

The Administration Officer position at our school would see the successful applicant responsible for:

- Providing informed and friendly customer service to all students and caregivers.
- Supporting other administration volunteers including the canteen and uniform shop managers.
- Managing Student and Staff Data systems within the school.
- Oversee building maintenance and contractors.
- Development of School Newsletters and communications (in consultation with the Principal).
- School promotion and marketing (in consultation with the Principal).
- General administrative tasks as directed by the Principal.

This position commences in Term Four, 2023 at 7.5 hours per week and will increase to 19 hours per week at the beginning of 2024. The work pattern will be determined in consultation with the Principal.

Written applications together with the name and contact numbers of at least three referees should be forwarded to the Principal at St Joseph's School via email (ashlee.decampo@cewa.edu.au) or via postage.

Selection Criteria

The successful applicant should be able to demonstrate:

- Support of the objectives and ethos of Catholic education;
- Excellent word processing and ICT skills including a proficiency in the Microsoft Office 365 suite;
- A strong understanding of data management systems;
- An ability to manage highly confidential and sensitive information;
- Reliability, punctuality, high work quality and pride in own work;
- Professional interpersonal, communication and organisational skills;
- Initiative, flexibility and the ability to work independently and collaboratively as part of a team;
- A willingness to participate in school activities and make a positive contribution to the culture of St Joseph's Primary School; and
- The capacity and enthusiasm to build community in collaboration with staff, parents, students and Parish.

Qualifications Required

Accreditation to Work in a Catholic School (or a willingness to obtain)
National Criminal Record Check
Working with Children Check
Senior First Aid Certificate (or a willingness to obtain)

Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be fully supportive of the objectives and ethos of Catholic education. In applying for this position you will be providing personal information to the School. This information will be used in order to assess your application for employment. A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education website.

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post website. An application for a WWC must be made in person.

Closing Date for Applications – Friday 8th September 2023

School Principal: Ashlee De Campo
School Address: PO Box 415, 12 Guppy Street, Pemberton
Phone Number: (08) 97761180
Email Address: ashlee.decampo@cewa.edu.au

Written applications together with the name and contact numbers of at least three referees, one of whom must be the most recent employer, should be emailed to the Principal at St Joseph's School - ashlee.decampo@cewa.edu.au

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