ST JOSEPH'S SCHOOL

P.O. Box 415 Guppy Street
PEMBERTON WA 6260
Phone: (08) 97761180
Email: admin@stj.wa.edu.au

POSITION: **Administration Officer**

STATUS: Part Time 0.333 FTE (14 hours)
(worked across a 2-day week) working 42 weeks of the year. Work weeks are during school term, plus two weeks prior to the commencement of Term 1, plus week 10 of Term 4.

TERM: Fixed term

START DATE: 01/01/2027 **FINISH DATE**: 31/12/2027

Position Details:
St Joseph's Primary School is seeking an enthusiastic and experienced Administration Officer to join our team for a temporary one-year contract, (covering maternity leave in 2027), fixed from 01 January 2027 to 31 December 2027.

We cater for students from Kindergarten to Year Six 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.

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

Applicants must be fully supportive of the objectives and ethos of Catholic education.

- 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.*

Desirable

- Experience working within a school or education environment.
- Experience using Administration of Schools (AoS) and other CEWA systems.
- Accreditation to Work in a Catholic School (or willingness to obtain).

Applications

Applicants are asked to submit:

- A current Curriculum Vitae (CV) including contact details of two or three professional referees who can speak of your suitability for the role.
- A cover letter (1-2 pages) addressing their experience and suitability in relation to the selection criteria.

Applications should be emailed to louise.barber@cewa.edu.au

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.