SCHOOL SECRETARY – PART TIME /TEMPORARY

(32.5 hours per week over 5 days)

Applications are invited for a suitably qualified and experienced person to provide support and administrative assistance to the principal, staff, parents and students of St John’s College Woodlawn.

Key selection criteria include:
- excellent written and verbal communication skills,
- highly effective organisation skills
- ability to work co-operatively and positively in a team within the complex, stimulating environment of a primary school.
- Demonstration capacity to sustain confidentiality
- First Aid

Desirable
- Experience in the use of Schoolworx or other administration software.
- Advanced skills in Microsoft Word, Excel and Publisher.

The successful applicant will be employed under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015 (General Employees). Applicants must be supportive of, and willing to contribute to, the Catholic ethos and values of St John’s College Woodlawn.

Written applications should address the key selection criteria and including the name of three (3) referee’s including one from your Parish Priest and be forwarded to:

Acting Principal – Cathie Byrnes
St John’s College Woodlawn

Via email: dmelino@lism.catholic.edu.au

Applications close 10am Monday 12 December 2016

Child Protection Legislation requires preferred applicants to be subject to employment screening.

An equal opportunity employer