Applications are invited from suitably qualified personnel for:

Office Manager
Permanent Position
Monday to Friday 35 hours per week
(7 hrs per day) commencing Term 2 of the 2017 school year.

Essential criteria:
- Ability to identify the Mission of a Catholic School and demonstrate Christian Values in dealings with children, parents, teachers and the general public
- Capacity to take direction and willingness to work as part of a team
- Ability to handle tasks with a high degree of confidentiality
- Meet the necessary Working with Children requirements for work within the Diocese;
- Demonstrate excellent written and verbal communication skills;
- Demonstrate highly effective organisation skills;
- Ability to work co-operatively and positively in a team within the complex, stimulating environment of a primary school;
- Attention to details and problem solving skills

Desirable skills and experience:
- Experience in the use of SAS2000 or other administration software;
- Advanced skills in Microsoft Word, Excel and Publisher.
- Current First Aid certificate
- Previous experience as an Office Manager, Front Office Manager or Administration Assistant.
- Financial administration experience, preparation of finance accounts, GST reports, school fee billing and payments

It is expected that the successful applicant will have a knowledge of and commitment to the Catholic ethos and mission of the parish school.

Please nominate three (3) referees, one of whom is the Parish Priest from your usual place of worship.

Interested applicants should apply in writing to:

Jeanette Wilkins
Principal
St Joseph's Primary School
20 Coraki Rd
Woodburn NSW 2472

Email: jwilkins@lism.catholic.edu.au

Applications must be received by 9.00am Monday 10 April 2017

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

An Equal Opportunity Employer
Position Description for

Office Manager

The Office Manager is responsible to the Principal.
7 hours per day five days a week Permanent position
Level 5 School Administrative Service General Employees.

Indicative duties:

- Responsible for the secretarial and financial administration of the school office.
- Preparation of monthly accounts / GST reports, school billing and payments and recovery of school fees
- Managing accounts and financial management systems.
- Supervising in the operations of the school office and other administrative activities, in the area of enrolment, equipment and statistical returns
- Providing support to school committees if required
- Providing advice requiring knowledge of policies and / or the interpretation of rules or regulations within the area of operation.
- Initiating and handling of confidential correspondence
- Overseeing enrolments processes and maintenance of student database
- Coordinating school function and events
- Assisting with induction of new staff and casual teachers
- Respond to student, parent and staff enquiries
- Ability to compile and format various documents including the school newsletter and regular communications to parents;
- Ability to professionally maintain and update the school website and school app and maintain school’s intranet calendar
- Other instructions as directed by the principal.