School Secretary
Monday to Friday 35 hours per week (7 hrs per day) for 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;
- Highly effective organisation skills;
- Ability to work co-operatively and positively in a team within the complex, stimulating environment of a primary school;
- 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;
- Ability to professionally maintain and update the school website and school app and maintain school’s intranet calendar;
- Ability to process staff contracts and maintain files.

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

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 3.00pm Friday 24 March 2017

Child Protection Legislation requires preferred applicants to be subject to employment screening
An Equal Opportunity Employer