



Infant Jesus School

A LEADing Learning School

Administration Officer

Ongoing Position (0.9049 FTE)
Commencing 18 July 2022

Infant Jesus School, Morley is a double stream co-educational primary school catering for children from Pre-Kindy to Year 6 with an enrolment of over 500 students. The school has a strong sense of community with an emphasis on pastoral care and acceptance of all cultural and social backgrounds and needs. The school enjoys a close relationship with the parish and strong support from the parent community. We are looking for an Administration Officer with excellent interpersonal and organisational skills who is committed to their vocation.

This is a part-time (0.9049 FTE) / 42 weeks per year, ongoing position. The successful candidate must be available Monday to Friday during the school term, and two weeks during the January school holidays.

Selection Criteria:

- Be fully supportive of the ethos and objectives of Catholic Education and have an understanding and ability to contribute to the mission and vision of Infant Jesus School.
- Experience in enrolments, school administration and front desk duties within a primary school setting
- Strong technical skills including experience in AoS, SEQTA and Microsoft Office are essential
- Demonstrate integrity, loyalty and an ability to maintain confidentiality on key issues
- Have a professional attitude and ability to organise and prioritise tasks working independently and as part of a cohesive team
- Ability to work collaboratively with staff, students and parents.
- Have a sense of pride and enjoys the work they do.

Qualifications Required:

- Current First Aid Certificate (to be obtained if not held)
- National Coordinated Criminal History Check, from the Department of Education
- COVID Vaccination, including booster
- Working with Children Screen Check
- Have completed or working towards 'Accreditation to Work in a Catholic School'

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.

Applicants are advised of the vaccination requirements for various occupations and workforces in WA, including employees working in, or attending school sites. More information can be found at Mandatory COVID-19 vaccination policy for WA workforces.

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.

Tenure:

This is a **Full-Time, Ongoing** position commencing **18 July 2022**

Documentation:

- Infant Jesus Non-Teaching Application – to be completed
- Curriculum Vitae

Applications close:

31 May 2022

Applications

Post The Principal
17 Smith Street
Morley 6062

Email irene.baginski@cewa.edu.au (attention 'The Principal')