Applications are invited for the role of part time Administration Officer at St Francis Xavier Primary School, commencing 16 January 2017. Further details and selection criteria is available on the Catholic Education WA Website.

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

To apply for the position please submit a cover letter addressing the selection criteria along with a curriculum vitae, addressed to the Principal. This must include the names and contact number of three referees, one of whom must be the recent employer. On appointment successful applicant must provide a National Criminal History Check and Working with Children Card.

Applications close Friday 4th November 2016 and should be addressed to: The Principal, St Francis Xavier Primary School, PO Box 131, and Geraldton 6531. Alternatively they can be emailed to principal@sfx.wa.edu.au

Selection Criteria:

- Experience in providing general office administrative duties with the ability to organise and prioritise tasks effectively.
- A friendly, professional and approachable manner with children, parents, staff and visitors.
- High level of computing skills and the ability to use a wide range of application software packages, particularly databases, spreadsheets and word processing.
- Professional verbal and written communication skills including the application of customer service principles and practices.
- Possess excellent customer service skills.
- The ability to maintain discretion and confidentiality.
- Applicants should have had previous experience working with Maze and SEQTA or a similar educational software or have the knowledge and ability to apply their skills in learning new programs. Training will be provided.
- Applicants should have had previous experience in a similar role.
- Applicants must have the relevant Accreditation requirements or be prepared to work towards these requirements (essential).
- Support the school in maintaining the Catholic ethos of the school and act in a manner that is supportive of the teachings of the Catholic Church (essential).

Qualification/s Required (if applicable):

- National Criminal History Check
- Working with Children Check required
ST FRANCIS XAVIER PRIMARY SCHOOL

DUTIES AND RESPONSIBILITIES

STAFF MEMBER: ______________________  POSITION: Administration Officer
RESPONSIBLE TO: Principal

Hours of Work: 8am to 4pm (1/2 hr lunch break)
Days: Monday and Friday

The Administration Officer:

• undertakes reception duties including greeting visitors, answering the telephone and responding to routine enquiries and requests for information
• provides general clerical and administrative support including preparing correspondence, newsletters, notices and other materials
• distributes and collects documents, forms and mail
• collects and receipts monies in accordance with school procedures
• operates and maintains office equipment including monitoring and ordering office consumables
• inputs data and generates routine reports and other documents from school databases
• arranges catering for school functions
• makes travel arrangements for school staff when directed
• assists with the maintenance of school facilities, by reporting faults, organising repairs (as directed)
• supports student-related activities such as maintaining student attendance records, generating routine reports and correspondence related to absenteeism, assisting with student enrolment procedures, attending to sick children etc
• maintains staff records and contacts relief staff as directed.

This position is a new position and as such duties and role will be discussed with successful applicant. This document should only be used as a guide.