



Catholic Education Sandhurst Limited

Diocese of Sandhurst



St. Joseph's Primary Cobram ADMINISTRATION SUPPORT

St Joseph's Primary are seeking two part time administration personnel to commence in 2024. These brand-new roles support a school population of 310 students and a friendly education team.

We can offer you above award rates, excellent leave provisions over the school holidays and part time.

Administration Support - Finance and Student Data

- 0.6 FTE ongoing (Wednesday, Thursday, Friday)
- Focus on general administration, school maintenance and supplies, student data support, debtor/creditor maintenance, monthly and annual reporting and reconciliation.

Administration Support - Communications and Student Services

- 0.9 FTE ongoing (every second Wednesday off)
- Focus on customer service, admin support, student services and communication.

If you have experience in general administration, ability to analyse data, strong communication skills and the ability to manage multiple tasks we would like to hear from you.

**Closing Date for Applications:
4.00 pm Friday 12 January 2024**

For further information please download the position description from
www.ceosand.catholic.edu.au

Please provide a copy of your resume and cover letter along with responses to the key selection criteria to Principal - principal@sjcobram.catholic.edu.au