



Catholic Education Sandhurst Limited

Diocese of Sandhurst



ST MARY'S PRIMARY INGLEWOOD

Learning Support Officer

2024 1 x Part-time Position (Fixed-Term)

St Mary's Primary School is located in Inglewood, 35 minutes North-West of Bendigo. We are seeking a dynamic and enthusiastic individual to fulfil the position of Learning Support Officer for a Fixed Term basis of 9 weeks beginning in Term 1 2024. The successful applicant will have the wonderful experience of joining an amazing small school community and being a member of our dedicated staff. Sandhurst schools are committed to promoting the safety, wellbeing and inclusion of all children. CES Limited embraces diversity and social inclusion and encourages people from diverse backgrounds to apply.

The position is for Monday to Friday, 9.00 am to 1.00 pm, equating to 0.53 FTE.

Minimum Requirements:

- Minimum qualification of Certificate III in Education Support or equivalent.
- Hold a Working with Children Check card and must be willing to undergo a National Police Record Check.
- Possess an understanding of and commitment to the VRQA Child Safe Standards.

Selection Criteria:

- A demonstrated understanding of the ethos of a Catholic school and its mission.
- A capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.
- A capacity to provide support and/or attendant care to students where necessary.
- A capacity to form inclusive and supportive relationships with all members of the school.
- A commitment to professional learning and growth.

Closing Date for Applications:
4.00 pm Friday 26 January 2024

Application Process

1. A brief cover letter that addresses the selection criteria and minimum requirements.
2. Forward the above with your Curriculum Vitae, including 3 nominated verbal referees (one of which is your current/most recent Principal or employer) via email, by the closing date: 4:00pm Friday 26th January 2024.

Applications to be emailed to:
Principal Mr Stephen O'Shannessy
St Mary's Primary School

principal@sminglewood.catholic.edu.au

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