



ADMINISTRATION ASSISTANT – LEARNING & TEACHING OPERATIONS

Leverage your administrative skills in education and be an integral member of the Learning and Teaching team at Catherine McAuley College in 2024! The College is seeking applications for an outstanding administrator to join our professional teaching community during this period of exciting growth.

Benefits of joining Catherine McAuley College:

- New ongoing position, commencing 2024!
- Thrive as an expert administrator with a collaborative team of professionals.
- Be part of an exciting and positively evolving education community.
- Embrace a balanced lifestyle, regular paid school holidays.

About the role

As Administration Assistant – Learning and Teaching Operations, your objective is to help effectively plan and coordinate programs with your team to facilitate positive student learning outcomes. You will work closely with leadership and members of the Learning Diversity Team to oversee the documentation and mapping of the College curriculum.

To be successful you will:

- demonstrate understanding and knowledge of current and educational trends, issues, policies, and directions would be an advantage.
- have a strong client / service focus with the ability to work autonomously.
- demonstrate strong time management skills, with the ability to schedule and organise competing demands.
- possess outstanding communication and interpersonal skills to building relationships with key stakeholders such as children, parents, and the school community.
- have professional presentation and manner.

About Catherine McAuley College

Catherine McAuley College is a co-educational Year 7 to 12 Catholic secondary school and a member of the vibrant network of Mercy Education Limited, schools around Australia, Catherine McAuley College staff benefit from a professional environment, which has been cultivated over the 145 years of the school's heritage.

The Mercy values of compassion, courage, respect, justice, service and hospitality guide our way and our touchstone statement supports these values: 'inspiring members of our community to be learners impelled to thrive and serve'.

The College is situated across two campuses: St Mary's Campus, Barkly Street Bendigo (Years 10-12) and Coolock Campus, 1 St Vincent's Road, Junortoun (Years 7 – 9). The current enrolment is approximately 1500 students with a significant growth forecast and plans well underway for further exciting future developments.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.



We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young men and women of Mercy.

To explore what happens in our learning areas across both campuses, please visit our website, take a virtual tour or look through Open House which also includes further 3D tours .

How to Apply

All applications are to be addressed to the Principal, Mr Brian Turner. Please include a cover letter and your current Resume, inclusive of at least two professional referees. Please also complete and include an Application for Employment – Education Support Employee which is accessible via the website.

Please email applications to the People and Culture mailbox: pandc@cmc.vic.edu.au

Applications close Monday 13 November 2023.

More information

For more information, please contact pandc@cmc.vic.edu.au

Terms and conditions of employment will be in accordance with the current Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022 as varied or replaced from time to time.

This is a category B education support position where one will normally work during the school term time only and receives paid school holidays.