



Catholic Education Sandhurst Limited

Diocese of Sandhurst



ST MONICA'S PRIMARY SCHOOL KANGAROO FLAT

Administration Assistant

Part Time (0.8) Ongoing

Catholic Education Sandhurst (CES Ltd) is seeking applications from an enthusiastic and vibrant Administration Assistant to join their school.

The school is situated in the Bendigo suburb of Kangaroo Flat. St Monica's offers the local community a comprehensive curriculum that supports and empowers its students to become independent, socially aware, lifelong learners.

St Monica's has a dedicated, committed, and caring staff who believe the profession is a call to service. Catholic Social Teachings give our students opportunities to support others who are locally and globally less fortunate.

We can offer you:

- A welcoming school community.
- An opportunity to be part of a collaborative team ensuring the best possible outcomes for all students.
- Regional living at its best within a friendly and active local community.

Ideally, you will:

- Be friendly and approachable.
- Demonstrate exceptional administration skills.
- Possess well-developed skills in Microsoft Suite applications.

**Closing Date for Applications:
9.00 am Monday 22 May 2023**

For more details about the role please download the position description from www.ceosand.catholic.edu.au under employment.

Please email your cover letter and resume addressing the key selection criteria and including 3 verbal referees to:
principal@smkangarooflat.catholic.edu.au