



St. Peter's
PRIMARY SCHOOL

Life to the Full

Part Time Admin Support

St Peter's Primary School, North Bendigo

Fixed term position

Applications are invited for a .8 Administration Support person to join our vibrant, dedicated Catholic community at St Peter's. We have small class sizes, a focus on individual learning needs and we cater for students from diverse backgrounds.

Applicants must demonstrate the following:

- A commitment to Catholic Education and Catholic Identity
- Willing to undergo or provide a current and satisfactory working with children check
- Excellent oral and written communication skills
- Excellent organisation and time management skills with proven ability to complete multiple tasks
- Ability to work both within a team as well as independently
- Ability to learn new databases quickly
- Competent computer skills including Microsoft Word and Excel
- Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion.
- A personal approach which is highly motivated, self directed and friendly
- ability to use data to inform teaching to meet the individual needs of students.

Application Process

Application letter, Curriculum Vitae and the names of three referees should be emailed to Co-Principals:

Mrs Jenny Roberts & Mr Jeremy Darmody

Email: principal@spbendigo.catholic.edu.au

Applications close Friday 1st. March, 2024.

St Peter's Primary School promotes the safety, wellbeing and inclusion of all children

23- 45 Fenton Street, NORTH BENDIGO

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