



ADMINISTRATION OFFICER

This position is a part-time temporary position 0.6 FTE commencing April 30, 2018.

St John Bosco College is a Catholic Co-educational College in its fourth year of operation. The College is situated in Piara Waters, a southern suburb of Perth, Western Australia. We commenced in 2015 with students from Kindergarten to Year 2. In 2018, we have 404 students from Pre-Kindergarten to Year 5, as well as an Aboriginal Families as First Educators Playgroup and an OSHC facility. Over time we will grow to a Pre-Kindergarten - Year 12 College with our Year 7 students commencing in 2020. Currently, we have facilities that will cater for up to Year 6 students, including an early learning centre, junior primary and upper primary studios, grass play areas including an oval, multi-purpose hard courts, an assembly space, multi-purpose space an administration building and car parks. **Our innovative building design has a focus on shared, flexible learning spaces which supports best practice, 21st century teaching and learning methods.** This innovative building design will continue in stage three and will commence in 2018 in readiness for our first secondary students in 2020 and will see completion of a Science Learning Centre and a two story Practical and Creative Arts -Technology and Enterprise facility.

The College motto “**JOY IN LEARNING**” is strongly exemplified in the person, life and teachings of our patron, **St John Bosco**. Our vision for this new Pre-Kindergarten - Year 12 College is creating a flourishing environment in which every student can experience the joy in learning and thrive in a Catholic learning community; where development of the whole person is of utmost importance. The mission of staff is nurturing our students so that they can become successful learners, confident, creative, and active informed citizens, who are able to contribute positively to society. Our philosophy of education at St John Bosco focuses on the image of the child, the learning process, the environment, partnerships and community.

Applications Close: Wednesday March 21, 2018.

Special skills are needed to be involved in a Foundation College and applications are invited from applicants who possess the following attributes:

- Be a creative, flexible and enthusiastic administrator.
- Have demonstrated experience that would assist in the financial administration of a college.
- Have a high degree of proficiency in the use of technology that would assist in using MAZE and SEQTA software and across various computer programs relevant to office administration.
- Participate actively in ongoing professional learning.
- Be able to work closely with the College Community.
- Show initiative and participate fully in College activities.
- Be an enthusiastic and cooperative team person who will work collaboratively with all staff.
- Demonstrate a high degree of professionalism and excellent communication and organisational skills.
- Be supportive of the Catholic ethos of the College.



Qualifications Required:

Accreditation requirements as specified by Catholic Education WA.

A current First Aid Certificate.

A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education website <http://www.det.wa.edu.au/screening/detcms/portal/>

On appointment, successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post web site at <http://apps.nowwhere.com.au/austpost/postofficelocator/>. An application for a WWC must be made in person.

Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be fully supportive of the objectives and ethos of Catholic education.

Further Information

All queries should be directed to Mr Kevin Sheehy on 9234 9600 / 0417 919 583 or by email to kevin.sheehy@cewa.edu.au

To Apply

Applicants must submit an application form and a letter of application, addressed to the Principal, including the names and contact numbers of three referees, one of whom must be the current employer.

Applications may be obtained from the College website and all required information forwarded to:

The Principal St John Bosco College.

Via Post: PO Box 4110, Harrisdale WA 6112

By Hand: 170 Monticello Parkway, Piara Waters WA 6112

By Email: kevin.sheehy@cewa.edu.au

Applications Close: Wednesday March 21, 2018.