



NEWMAN
COLLEGE

A CATHOLIC SCHOOL
EDUCATING IN THE
MARIST TRADITION



Newman College is a PK-12 school, operating under the governorship of the Marist Brothers, with an enrolment of 1900 students. We welcome applications from qualified, capable and enthusiastic people for the following position.

ADMINISTRATION ASSISTANT PK – YEAR 2

Temporary Part-Time (0.53 FTE) Position 2020 (Operational Requirements)

Days and Hours of Work: Monday to Wednesday, 8.00am to 4.00pm

Weeks Worked Per Year: 41 Weeks (40 Weeks During Term Time and One Week Prior to the Commencement of the School Year)

The Administration Assistant PK – 2 contributes to the smooth operation and harmonious setting of the PK – 2 Reception area in providing essential services to the students, parents and staff of the College.

Your application must include:

- **Cover Letter:** State why you are applying for the position, detail your most relevant qualifications and experiences and demonstrate your suitability for the role. (Maximum 2 pages.)
- **Curriculum Vitae:** Outline your personal details, qualifications, WWC details, education and professional memberships and relevant work history. Relevant work history should include a brief outline of the duties and responsibilities associated with each role and provide the FTE and dates/period of employment for each of the positions.
- **Referees:** The names and details of three people who have consented to act as referees. You must include your current employer. Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

A Role Description for this position accompanies these position criteria.

The successful candidate will be supportive of the Marist and Catholic ethos of the College.

Applications close Monday 18 November 2019

Click [here](#) to submit your application. Applications are to be addressed to the Principal, John Finneran.

Please direct all enquiries to:

Henny Mansveld

Human Resources Officer

Newman College

Telephone: (08) 9204 9403

Email: henny.mansveld@cewa.edu.au
