

Executive Assistant

Commences January 2027
Ongoing, full-time
Additional leave

About the Role

Our Senior Leadership Team needs a highly professional Executive Assistant to provide administrative and management support in this pivotal, fast-paced role. Working closely with the Vice Principal and other senior leaders as part of the Executive Administration Team, you'll manage a wide range of administrative responsibilities, assist with coordinating College events including Masses and contribute daily to the operations of the College. Above all, you'll belong to a strong, faith-filled community that lives the charism of Saint Marcellin Champagnat.

About You

You're a go-getter who thrives on getting things done. You find solutions, take the initiative and switch between priorities with ease, and you bring polish and professionalism to everything you do. Your warmth, strong relationships and commitment to the College's Catholic mission and Marist identity show our values in action every day.

About Us

Newman College is a Catholic PK–12 school educating in the Marist tradition, with an enrolment of approximately 1850 students. We are committed to fostering a vibrant, supportive, and future-focused learning environment. Our operations—spanning learning, wellbeing, and community engagement—are underpinned by professionalism, innovation, and contemporary practice.

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

To Apply

Your application must include:

- **Cover Letter:** Maximum of two (2) pages outlining your suitability for the role.
- **Curriculum Vitae:** Relevant work history should outline duties and responsibilities, FTE (average) and dates/periods of each position. **CV must include three (3) referees, one of which is your current line manager.**
- **Pre-Screening Documents:** Provide copies of your current WWC, TRBWA Registration and evidence of working rights in Australia (Visa/Citizenship) where applicable.
- **Incomplete applications will not be considered**

Applications close 30 October 2026.

We encourage you to apply as soon as possible as we reserve right to appoint a suitable candidate before the closing date.

Please direct any enquires to employment@newman.wa.edu.au

Newman College is committed to the protection of and safeguarding the well-being of members of our community. All employees must satisfy rigorous screening requirements and comply with all Child Safety and College wellbeing policies.

Challenge — Collaborate — Create — Celebrate