NEWMAN COLLEGE | A CATHOLIC SCHOOL EDUCATING IN THE MARIST TRADITION

Shine through Discovery
LET YOUR LIGHT SHINE
MATTHEW 5:16

Executive Assistant
Full-time Ongoing

About Us
Newman College is a Catholic PK-12 school educating in the Marist tradition, with an enrolment of 1850 students. We strive to animate our delivery of learning, teaching and wellbeing, as one which is innovative and creative, underpinned by contemporary and relevant pedagogy.

About the Role
We have an exciting opportunity for a dynamic and enthusiastic Executive Assistant to join the College on an ongoing full-time basis, commencing Term 4 2022 (start date to be negotiated).

For more information please refer to the role description on the College website.

About You
The successful applicant will have a strong time management and organisational skills, as well as excellent communication skills. In addition, the successful candidate will be supportive of the Marist and Catholic ethos and demonstrate commitment to our ongoing child safeguarding principles.

To Apply
Your application must include:

- **Cover Letter:** State why you are applying for the position and detail your most relevant qualifications and experiences and demonstrate your suitability for the role. (Maximum 2 pages.)
- **Curriculum Vitae:** Outline your personal details, qualifications, education/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.

Applications close 22 September 2022 at 9:00 a.m.

We encourage you to apply as soon as possible as we reserve right to close this vacancy early.

Please direct any enquires to People & Culture at employment@newman.wa.edu.au

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