

Administration Assistant Curriculum and Relief Coordinator PK-12

Part-time ongoing position, commencing 17 July 2023 (Term 3 2023)

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 Administration Assistant Curriculum and Relief Coordinator PK-12 to join the College on an ongoing part-time basis, commencing 17 July 2023 (Term 3 2023).

Work Arrangements:

- 43 weeks (40 weeks during term time, 1 week prior to the commencement of the school year, 1 week in October and 1 week determined by peak work periods)
- Days and Hours: Monday to Friday, 6.15 a.m. to 2.15 p.m.
- Part-Time 0.92 FTE

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 05 June 2023 at 5:00 p.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

Challenge — Collaborate — Create — Celebrate