

SENIOR ADMINISTRATION ASSISTANT

Holy Cross College is a Catholic co-educational Pre-Kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1100 students. It is growing rapidly and enrolments are expected to grow to over 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

Position:	Senior Administration Assistant
Conditions:	Ongoing, Part Time (0.9816FTE) 37.5 hours per week 46 weeks worked Full-Time, 4 weeks paid annual leave
Salary:	As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.
Commencement Date:	1 January 2022

Persons appointed to this position will:

- actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Support Staff at Holy Cross College.
- have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School
- have a current Working with Children Card.
- hold or be willing to maintain a senior first aid qualification
- hold a current National Police History Check as issued by the Department of Education Western Australia

Applications close: Wednesday 24 November at 12:00pm

All applications are to be made on the College Application Form and must be submitted with a resume and covering letter addressed to The Principal, Holy Cross College, 18 Strathmore Parkway, Ellenbrook WA 6069 and forwarded to the Principal's Assistant at employment@holycross.wa.edu.au Please refer to the College Website for further details.