



Are you ready  
to empower the next  
generation of learners?

# Role Description

Administration Assistant

## **Welcome to Holy Cross College, a Catholic, co-educational school for students in Pre-Kindergarten to Year 12.**

Located in the heart of Ellenbrook, a vibrant suburb nestled within the beautiful Swan Valley region of Western Australia, Holy Cross has been a cornerstone of quality Catholic education since 2010. We have grown from our humble beginnings to a thriving community of double stream Primary to triple stream Secondary. Our journey has been one of continuous growth and development, driven by our unwavering dedication to providing a holistic, faith-based education.

Holy Cross College invites a dedicated and experienced Administration Assistant to join our innovative and dynamic team in preparing students to be lifelong learners who embrace their changing world with confidence and optimism.

**Conditions:** Casual

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:** Negotiable

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 key responsibilities as articulated in the Role Description of Administration Assistant at Holy Cross College.
- Have a current Working With Children Card (WWCC).
- Have a Department of Education Nationally Coordinated Criminal History Check, or be willing to obtain one.
- Have completed or be willing to undertake and complete accreditation to work in a Catholic school, and maintain the ongoing renewal of this accreditation.
- Have a current Senior First Aid qualification or be willing to complete this qualification, and maintain this Senior First Aid qualification.

**Applications close:** Wednesday 14 May 2025 at 9:00am

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at [employment@holycross.wa.edu.au](mailto:employment@holycross.wa.edu.au).

## Role Description

The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationships, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing. Our commitment to this vision is reflected in the dedication and passion of our educators.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of technology to redefine learning. The Administration Assistant will be responsible to the Principal through the Principal's Assistant.

### **Key responsibilities will include:**

- Attending to enquiries – personal, telephone and digital.
- Dealing with parent queries and make contact with parents as requested.
- Attending to student matters.
- Liaising with and providing support for other staff.
- Data entry and reporting.
- Maintaining accurate records.
- Ensuring a welcoming and presentable office environment.
- Filing and general office duties.
- Supporting the College Nurse with first aid as required.
- Review and refine the administration processes of the College with a view to continual improvement.
- Administration Support as required.
- Other duties as requested by the Principal or their delegates.

## About you

We are seeking persons who will:

- Foster inclusivity and nurture a supportive environment.
- Possess and maintain sound literacy, numeracy and ICT skills, including adapting to changing technology.
- Excel in building strong and appropriate connections with students, colleagues and the community.
- Thrive in collaborative environments, contributing positively to team dynamics.
- Innovate and continuously seek to stay abreast of developments in practice, guidelines and industry.
- Demonstrate an understanding of and commitment to the objectives and ethos of Catholic Education.
- Possess excellent interpersonal skills, be welcoming in manner while maintaining professionalism.
- Embody the core values of Holy Cross College through your actions and interactions.

## Selection Criteria

### Essential:

- Supportive of the objectives and ethos of Catholic Education
- Have the relevant skills and experience in facilities management, or similar role, in order to carry out all facets of the role
- Possess skills in project management
- Excellent ICT skills particularly with Excel
- Ability to work as part of a team and to liaise with external contractors
- Ability to work independently, with initiative and to maintain confidentiality
- Excellent communication, interpersonal and problem solving skills
- Experience with Occupational Safety & Health requirements

Holy Cross College is committed to providing a safe and nurturing environment for all children. All applicants must have a current Working with Children Check or be eligible to obtain one before employment begins. Applicants must reside in Australia and have valid working rights.

## Why join Holy Cross?

As our College continues to grow, we are actively seeking dedicated educators to join us in shaping the next generation of change-makers. Each staff member plays a fundamental role in advancing our vision, mission and the strategic direction of the College. Our team is collaborative and committed to seeking new knowledge, keeping the College continually at the forefront of modern education. With access to state-of-the-art facilities, new technologies and abundant resources, we provide our community with the best learning experience we can – and we want you to join us.

Employees enjoy:

- Salary packaging benefits
- Discounted rates on corporate health insurance and wellbeing initiatives
- Additional leave day known as Catholic day leave
- Gym: Fitness Centre
- Work with State-of-The-Art Technology
- Professional Development – Apple Distinguished School
- 25 minutes from Perth CBD
- Connected Community

Our vision is for Holy Cross College to be a community of transformation in the spirit of the Risen Christ.

**Our mission** is to empower students to *have life to the full*, inspired by Christ's journey of transformation.

At Holy Cross, our holistic approach to teaching is guided by our **LIFE pillars**:

**Learning:** Our focus is on developing core learning skills to ensure our students are equipped to face the challenges of a rapidly changing world.

**Inter-relationships:** Nurturing a caring, compassionate and connected environment – not only among our students, but also our wider community.

**Faith:** Celebrating a hope-filled Christian faith, grounded in reflection. Our faith-based approach to education encourages students to explore and deepen their spirituality, helping them to develop a strong sense of social justice and service.

**Enrichment:** Enriching the lives of our community members through engagement in holistic opportunities that exist beyond the classroom.

## Apply today

**Be a part of our transformative and supportive Pre-Kindergarten to Year 12 co-educational community, working in modern, expansive facilities in Perth's growing north-east corridor.**

- Complete the application for employment form.  
[Application for Employment Form](#)

Forms should be saved with your name and position in the file name, then emailed to the Principal's Assistant at [employment@holycross.wa.edu.au](mailto:employment@holycross.wa.edu.au).

All applications should be sent with the following documents:

- Valid Working with Children Card
- [Department of Education Nationally Coordinated Criminal History Check](#)
- Academic Transcripts
- Covering Letter
- Resume
- [Application for Employment Form](#)