



Join our team

Administration Assistant – Relief Coordinator

Be a part of our transformative and
supportive community empowering
the next generation of learners.

Discover Holy Cross College

Holy Cross College has been a cornerstone of quality Catholic education since 2010. Starting from humble beginnings, Holy Cross College has grown to become a thriving community with a double stream Primary School and six stream Secondary School on one campus in the heart of Ellenbrook.

Grounded in our faith and inspired by our connected and caring community, we strive to build promising futures for families and shape compassionate, confident and capable individuals prepared to make a positive impact on the world.

Our vision is for Holy Cross College to be a community of transformation in the spirit of the Risen Christ inspired by our College Patron, St Oscar Romero. Our mission is to empower students to have life to the full, inspired by Christ's journey of transformation and redemption.

At Holy Cross College, our holistic approach 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 that leads to justice and service. 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.

Position Description

The Administration Assistant – Relief Coordinator at Holy Cross College plays a pivotal role in ensuring the smooth and efficient coordination of staff relief across Pre-Kindergarten to Year 12. This position is responsible for managing and expanding the College's external relief pool, coordinating internal and external relief coverage for both planned and emergency staff absences, and ensuring timely communication and documentation of daily relief and absence schedules.

The role requires strong organisational and interpersonal skills, as it involves liaising closely with the Deputy Principal Learning (Secondary) and Head of Primary, maintaining accurate records, and overseeing the fair and transparent allocation of duties.

Additionally, the Administration Assistant supports the day to day running of the College Administration Team.

Responsibilities

Community and Pastoral Care

- Interact with staff, students, and families in a professional and pastoral manner.
- Maintain a welcoming manner and excellent interpersonal skills.
- Appropriately relate to young people and actively support their pastoral care.
- Treat all information as confidential and uphold high standards of service and conduct.
- Work independently and collaboratively, demonstrating flexibility and initiative.

Education and Learning

- Coordinate and cover staff absences with internal and external relief teachers from Pre-Kindergarten to Year 12.
- Manage and grow the College's external relief pool.
- Allocate duties to Casual Relief staff in a fair, equitable, and transparent manner.
- Ensure daily relief supervision and absence data are completed and distributed promptly.
- Enter staff absences and event-related changes into the College absence calendar.
- Accurately communicate and document room changes with staff.
- Maintain a high level of ICT skills and complete relevant professional learning.
- Support staff, students, and parents in accessing and using College resources.

Catholic Identity and Faith

- Demonstrate a commitment to the ethos and objectives of Catholic Education Western Australia.
- Uphold Gospel values in all duties and relationships.
- Respect and support the beliefs and practices of the Catholic community.
- Participate in the sacramental, liturgical, and prayer life of the College.
- Lead by example in spiritual development through gratitude and service.

Stewardship

- Onboard new relief staff and prepare induction packages for external relief staff in collaboration with relevant leadership team members.
- Record and report on relief teacher hours and provide summary reports as required.
- Record and report on internal teaching staff's duties other than teaching (DOTT) balances. Provide summary reports as required.
- Abide by all College procedures and CEWA Ltd policies.
- Assist with general office duties as directed, including allocated time on the front desk and contributing to the operational efficiency of the College.

Why Join Us?

Each staff member at Holy Cross College plays a fundamental role in advancing our vision, mission and the strategic direction of the College. Our team is collaborate 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 seek to provide our community with the best learning experience.

Employees enjoy:

- Salary packaging benefits
- Discounted rates on corporate health insurance and wellbeing initiatives
- One additional leave day - Catholic day leave
- Fitness Centre
- Work with State-of-the-art technology
- Professional development - Apple Distinguished
- 30 minutes from the CBD
- Connected community

Apply Today

Commencement Date: January 2026 or earlier via negotiation.

Persons appointed to this position should address the following points:

- 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.
- Have completed or be willing to undertake and complete accreditation to work in a Catholic school.
- Have a current Working with Children Card (WWCC).

Conditions: FTE - 44 Weeks

Work Hours: 6.00am - 2.00pm

Applications Close: Wednesday 5 November at 12pm.

Please complete the below checklist and email the appropriate documents to the Principal's Assistant at: employment@holycross.wa.edu.au.

All applications should be sent with the following documents:

- Valid working with Children Card
- Covering letter (no more than two pages)
- Resume
- Transcript outlining relevant qualifications
- [Application For Employment Form](#)