



St Francis Xavier Primary School Administration Officer Fixed Term Part Time

Applications are invited for a suitably experienced person to fill the position of Administration Officer to commence 28th April 2025 until 19th December 2025,

Part time (3 days per week negotiable) Fixed Term

We are seeking an experienced **Administration Officer** with exceptional administrative skills to join our team. Our ideal candidate is highly organised, detail-oriented, and capable of managing a variety of tasks efficiently.

As the safety and well-being of our students are paramount, this role requires a responsible and professional approach at all times.

- Ability to perform a range of student support duties while maintaining a high standard of administrative efficiency.
- Demonstrated ability to take initiative and proactively manage tasks in a dynamic office environment.
- Proven ability to work effectively in a fast-paced office setting within a small, collaborative team
- Ability to handle sensitive information with discretion, confidentiality, and integrity.

The successful applicants will be subject to a Working with Children Check and a National Police Record Check.

Please provide a cover letter, Curriculum Vitae including three referees and complete the Application for Employment Form found on our website along with the detailed Position Description.

Applications close 14th March 2025

Please address applications to the Principal via email to principal@sfxballarat.catholic.edu.au

This school community promotes the safety, wellbeing and inclusion of all children



'All with God'