



St Martin de Porres School Administration Officer

Role: Administration Officer

Accountable to: Principal

Collaboration: Collaborate with all other team members

Special Responsibilities: First Aid

Position Details: St Martin de Porres is a secondary Catholic CaRE (Curriculum and Re-engagement in Education) School in Broome. It provides a safe and nurturing educational environment for young people who are unable to attend a mainstream school. The school is small with a very tight and dedicated team of positive, caring and flexible people who believe in the dignity of the human person. We are called to serve, contribute, collaborate, share and interact with joy and positivity.

Working at St Martin de Porres School requires creativity, flexibility, resilience and a passion for making a difference in the lives of vulnerable young people. Each day may be different depending on the needs of the young people entrusted to our care. Being able to demonstrate unconditional positive regard, empathy and flexibility are the most important requirements for this role.

We are looking for a:

- Passionate, warm and friendly team player who wants to make a real difference
- Life-long learner, open to new ways of doing and thinking
- Flexible person who is patient and empathetic
- Positive team player

Selection Criteria

- A clear commitment to the objectives and ethos of Catholic education and social justice
- Highly organised and able to manage time effectively, in completion of administrative and other tasks as required by the principal
- Ability to use a range of software packages (Microsoft Office, Teams, etc)
- Able to maintain confidentiality and a calm, friendly, professional manner
- Service orientated, resilient and a passion for making a difference in the lives of young people
- Some understanding of finance processes and previous experience in an administrative position in a school considered favourably.

Qualifications Required

- Senior First Aid Certificate
- Current Working with Children Card
- Willingness to gain Accreditation to Work in a Catholic School

Hours of work:

Monday - Friday 8:00 am to 2:00 pm, term time, with one week of holiday work in late January.

- Each day of work will include a 30-minute unpaid lunch break.
- Approximately 0.64 FTE

Please email your application which includes:

- A cover letter
- A resume
- Three referees (one referee from the current or most recent place of employment).

Please email the above information to the principal – Teresa Cosgrove teresa.cosgrove@cewa.edu.au
For further enquiries please email teresa.cosgrove@cewa.edu.au

