St Martin de Porres School

In love and harmony we grow

St Martin de Porres School is seeking a part time (approximately 0.64 FTE) Administration officer, for an immediate start. Located in Cable Beach, St Martin de Porres is a Catholic CaRE (Curriculum and Reengagement) School for students who have disengaged from mainstream education. If you are keen to be part of a caring community for our amazing young people and join a small, dedicated team, please see the role requirements below. The job would suit people with school aged children, as there is minimal school holiday work required.

Please send a cover letter and CV outlining relevant experience to: teresa.cosgrove@cewa.edu.au

Closing date for applications: 30/10/2026
Enquiries: Teresa Cosgrove (Principal) 9195 4200

Key Responsibilities: (Include where appropriate in your response)

- Provide administrative support to the principal, managing calendar coordination, communications, correspondence, meeting agendas and minutes, reports, and follow-up tasks.
- Support the teaching team, where required with administrative duties
- Enrolment administration and support family enquiries, open days and orientation activities.
- Support the day-to-day operations of the school office through effective administration, documentation, and record keeping.
- Support school-wide communication, stakeholder engagement and effective collaboration across the team.
- Coordinate school events, community engagement and family enquiries, fostering strong parent participation and connection.
- Coordinating key administrative functions including annual events, relief staff, front office, and First Aid, as necessary.
- Support the Principal and teaching team with social media communications.
- Liaison with external contractors including compliance requirements.

Essential Selection Criteria:

- Demonstrates a personal commitment to supporting the Catholic ethos, and alignment with CEWA's vision and mission in a CaRE school environment.
- Absolute confidentiality and discretion regarding all aspects of school operations, student records and information.
- Strong organisational and administrative skills.
- Calm, adaptable and resilient under pressure, with strong initiative and effective problem-solving abilities.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents and the wider community.
- Highly proficient in computer skills, such as Microsoft Office, and database systems, with a sound appreciation of policies, procedures and compliance.
- Current Working with Children Check and Department of Education Criminal History Clearance (or willingness to obtain).
- Accreditation to work in a Catholic school (or willingness to obtain)

Desirable Selection Criteria:

- Experience with AoS