

HOLY ROSARY PRIMARY SCHOOL

HEATHCOTE



POST OR EMAIL APPLICATIONS TO:

RE: Positions Vacant
Att: Mr Paul Dullard
Holy Rosary Primary School
18 Pohlman St (P.O. Box 61)
Heathcote VIC 3523
principal@hrheathcote.catholic.edu.au

For further information, and an application pack contact Holy Rosary Primary School on (03) 5433 2057 or visit our website www3.hrheathcote.catholic.edu.au

ADMINISTRATION OFFICER

30 hours per week
Commencing July 17th, 2017

All applicants must demonstrate:

- A strong commitment to Catholic Education and Catholic Identity
- * Have excellent interpersonal and receptionist skills
- * Experience in budgeting and office procedures
- * Competency in computer skills and use of office equipment
- * Knowledge and experience of, Publisher, Microsoft word, Excel (Office suite)
- * Google and internet applications

Working with Children Certificate essential

Applications close at
4pm on Friday 9th June.
Interviews Wednesday 14th June.