



Assumption Catholic Primary School

Expression of Interest: Administration Officer (Part Time 41 weeks 0.89 FTE)

Assumption Catholic Primary School is double stream co-educational school from Pre Kindy to Year 6. A sense of pride and joy abounds in our flourishing learning community, where the whole community aspires daily to our school motto "United in Christ".

We are seeking a dynamic and enthusiastic Administration Officer to join our school.

This position is responsible for a range of tasks necessary for the daily running of the school. The successful applicant will work closely with the substantive Administration and Finance Officers and Principal. There is a very high level of interaction with students and their parents/carers.

Duties include but are not limited to:

- Deliver friendly front office service, managing enquiries and payments.
- Direct enquiries to appropriate staff and manage visitor sign-in/out.
- Oversee student attendance, records and communication.
- Maintain student data and send school correspondence.
- Manage sick bay, first aid and medical needs.
- Coordinate mail, room bookings, events and general administration.
- Maintain supplies, lost property and term planners.
- Liaise with external providers and coordinate bookings/schedules.
- Support school events, team collaboration and a positive school image.

Selection Criteria

Experience in a similar role and the following attributes are required:

- Intermediate proficiency with Microsoft 365, including Outlook and Teams.
- Experience using email, Learning Management Systems and booking systems.
- Excellent communication skills – both written and verbal.
- Ability to provide excellent customer service.
- Demonstrated organisational skills and effective time management.
- Strong attention to detail.
- Accurate data entry skills.
- Ability to work autonomously and in a busy team.
- Sound knowledge of, or ability to understand and monitor, official reporting requirements relating to students.
- Experience in basic payment processing.



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- A personal commitment to the school values, vision and mission underpinning the delivery of a Catholic based education to students in the school community.

Qualifications Required

- Certificate or equivalent experience in administration.
- Experience within CEWA Limited or education sector.
- Experience with SIRS, SEQTA and AoS databases is highly advantageous.

Applicants must submit a covering letter and CV directly addressing the success criteria.

Applications should include the names and contact details of 3 referees, including the current employer and the applicant's parish priest. Email to miranda.swann@cewa.edu.au. The Principal reserves the right to appoint before the closing date.

Catholic Education Western Australia encourages applications from First Nations people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

In applying for this position you will be providing personal information to the school. This information will be used in order to assess your application for employment.

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post website. An application for a WWC must be made in person.

Applications close: 5 June 2026