



SACRED HEART SCHOOL TATURA

Sacred Heart School, Tatura Administration Officer 2 days per week

The successful applicant will be required to:

- Display initiative and the ability to prioritise work tasks.
- Have competent computer skills.
- Have a high level of competence in the administration of finance and human resources.
- Have the ability to work as a team member.
- Coordinate an efficient office routine.
- Demonstrate a commitment to Catholic Education.
- Respect the confidential nature of this position.

The application package for this position with Selection Criteria is available from:

Ms. Pauline Hindson
Sacred Heart School, TATURA
principal@shtatura.catholic.edu.au

Applications close at 4pm on Friday 31st May, 2019

Sacred Heart School promotes Child Safety and the inclusion of all children.
Commitment to Child Safety

All students enrolled at Sacred Heart School, and any visiting children, have a right to feel and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse.