



St Edmund's College, Wahroonga (Years 7-12) is a school for students with a mild to moderate intellectual disability and additional disabilities. We offer small classes and state of the art facilities. The position will appeal to a person who is passionate about supporting students with disabilities and their families. This person will also support the College Executive, enjoy working collaboratively and would like to be part of a caring, dynamic and innovative community.

We are seeking applicants for the following position:

EXECUTIVE PA – FULL TIME PERMANENT POSITION

The successful applicant will support the Catholic ethos of the College and demonstrate a commitment to the philosophy of Catholic Education in the Edmund Rice tradition.

Role:-

- Full-time position; Monday to Friday; 8 am to 4 pm – (some flexibility required).
- Applicants will be sensitive to the needs of students with disabilities.
- This role will provide full administrative and secretarial support at a senior level to the Principal and Executive team reporting directly to the Principal.
- Organise meetings and ensure that the Principal and Deputy Principal are well prepared for those meetings.
- Prepare agendas and take minutes of meetings.
- Prepare professional correspondence and documentation, presentations, programs and supporting materials according to the College style guide.
- Coordinate, prepare and assist in the planning and delivery of College events.
- Monitor and update the College calendars and Principal's and Deputy's diary.

Essential Criteria:

- Have experience in an equivalent senior administrative role supporting a senior Executive or a senior Executive team.
- Possess exceptional organisational skills with a passion for planning, time management, organising and prioritising administrative tasks and systems.
- Thoroughness in completing all tasks with high concern for accuracy.
- Be self-driven and able to work efficiently in order to complete tasks in a fast-paced environment.
- Must have strong interpersonal and communication skills as well as the ability to work as a team member.
- Be a strong communicator and take pride in the presentation, quality and efficiency of their work.
- High level computer skills including experience/skills with Microsoft Office and database programs.
- Current WWCC number.
- Vaccinations in accordance to the Public Health Order

Previous proven experience in a school-based setting is highly desirable, however not essential.

Applications should include:

- Current Curriculum Vitae, detailing professional experience and any qualifications relevant to the role.
- A covering letter to the Principal addressing the essential criteria detailing suitability to the role.
- Name and contact details for 2 referees.



St Edmund's College
EXCELLENCE IN SPECIAL EDUCATION

Inspiring Independence, Transforming Lives

Additional information may be obtained by contacting Mrs Jody Bovell, Business Manager on 9487 1044.

Written applications with two nominated referees, should be forwarded by email by Friday, 6th May 2022 to:

The Principal, Mr Michael Farrell
St Edmund's College
60 Burns Road, Wahroonga. N.S.W. 2076
Email: recruitment@erses.nsw.edu.au

