



St Gabriel's School - Edmund Rice Special Education Services (ERSES)

ERSES has two exciting and innovative Special Schools: St Edmund's College, Wahroonga (Secondary) and St Gabriel's School, Castle Hill (Primary) for students with a sensory disability and/or a mild to moderate intellectual disability, including physical disabilities, autism and communication difficulties. Each school offers small classes, excellent facilities and provides individualised NSW Educational Standards Authority (NESA) education programs.

We are seeking applicants for the following position:

SCHOOL SECRETARY – FULL TIME PERMANENT POSITION ST GABRIEL'S SCHOOL, CASTLE HILL

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 – 44 weeks per year.
- Applicants will be sensitive to the needs of students with disabilities.
- Experienced and enthusiastic person able to demonstrate proficient office skills with a minimum of 60 wpm is required.
- Must have strong interpersonal and communication skills as well as the ability to work as a team member.
- Applicants must have good organisational skills and the ability to prioritise tasks
- Current WWCC number.

Additional information may be obtained by contacting Marilyn Noonan, Business Manager on 9487 1044. Written applications with two nominated referees, should be forwarded by email by Thursday 11/4/19 to:

The Principal, Mr Jon Franzin
ERSES, c/- St Gabriel's School
190 Old Northern Rd, CASTLE HILL
Email: laing@erses.nsw.edu.au