



Expressions of interest for the following short term temporary hours are invited and **must be received by Wednesday, 11th December 2024.**

Please see below details for temporary administration hours in Junior Student Services.

Our Junior Student Services administration officer provides front desk student support for students from years 7 to 9. These duties include:

- Registering late arrivals and first aid/sick bay incidents.
- Administration support to 2 Deputy Principals and 3 Heads of student services, including timetable support.
- Enrolment of year 6 into 7 students and the co-ordination of enrolment sessions to primary schools in Term 4.
- Point of contact for all Junior student support requests.
- Financial duties include corporate card reconciliations.

This is a temporary position with hours being Monday - Friday, 7 hours per day (8am - 3:30pm) for Semester 1 2025. Start date: 20/01/2025 to 27/06/2025.

Applicants who possess the following skills will make the strongest candidates:

- Interpersonal skills to establish and maintain productive relationships with students, staff and parents.
- Ability to communicate effectively to provide solutions and support.
- Adaptability to cater for a diverse range of student needs.
- Respect and empathy for students and parents.
- Confidentiality, tact and sensitivity when working with students and their families.
- Reliability and an ability to work with others both individually and as a member of a team.

Additional information:

- A criminal history check will be initiated on the successful applicant.
- In accordance with the Working with Children (Risk Management and Screening) Act 2000 , successful applicant must hold a current Working with Children Check clearance (blue card).
- All applications will remain current for 12 months and may be used for future vacancies.

To express your interest please submit a brief resume/CV including the contact details for two (2) referees (one of whom should be your current supervisor if applicable) and a cover letter outlining your suitability for the role.

Please send applications to Alana Robertson - Business Manager. (arobe96@eq.edu.au)