



## **Administration Assistant (General Office) 2 Positions - Fulltime, Ongoing**

Seeking skilled administrators with outstanding customer service abilities to join the Catherine McAuley College Bendigo General Office Team!

### **Benefits of joining Catherine McAuley College Bendigo:**

- New ongoing positions, commencing as soon as possible!
- Thrive as an expert administrator with a collaborative team of professionals.
- Be part of an exciting and positively evolving education community.
- Embrace a balanced lifestyle, regular paid school holidays\*.

### **About the role(s)**

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As Administration Assistant in the General Office your role will have a strong customer focus, attending to students, families and visitors to the College to provide informed and friendly service. You will have a broad understanding of the requirements of the general administration of the College and strive to provide effective administration and model excellent professional working relationships with relevant stakeholders across the College community,

### **To be successful you will demonstrate:**

- Proven experience handling a wide range of administrative tasks in a multi-disciplinary environment.
- Strong client / service focus with the ability to work autonomously.
- Strong time management skills, with the ability to schedule and organise competing demands.
- Outstanding communication and interpersonal skills for effective relationship building with key stakeholders particularly children, parents, and the school community.
- Professional presentation and manner.

### **About Catherine McAuley College**

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Catherine McAuley College is a co-educational Year 7 to 12 Catholic secondary school and a member of the vibrant network of Mercy Education Limited, schools around Australia, Catherine McAuley College staff benefit from a professional environment, which has been cultivated over the 145 years of the school's heritage.

The Mercy values of compassion, courage, respect, justice, service and hospitality guide our way and our touchstone statement supports these values: 'inspiring members of our community to be learners impelled to thrive and serve'.

The College is situated across two campuses: St Mary's Campus, Barkly Street Bendigo (Years 10-12) and Coolock Campus, 1 St Vincent's Road, Junortoun (Years 7 – 9). The current enrolment is approximately 1500 students with a significant growth forecast and plans well underway for further exciting future developments.



The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young men and women of Mercy.

To explore what happens in our learning areas across both campuses, please visit our website, take a virtual tour or look through Open House which also includes further 3D tours .

## How to Apply

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All applications are to be addressed to the Principal, Mr Brian Turner. Please include a cover letter and your current Resume, inclusive of at least two professional referees. Please also complete and include an **Application for Employment – Education Support Employee** which is accessible via the website.

Please email applications to the People and Culture mailbox: [pandc@cmc.vic.edu.au](mailto:pandc@cmc.vic.edu.au)

**Applications close Monday 12 August 2024**

## More information

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For more information, please contact [pandc@cmc.vic.edu.au](mailto:pandc@cmc.vic.edu.au)

Terms and conditions of employment will be in accordance with the current Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022 as varied or replaced from time to time.

### \* Education Support Role Classifications

- One role Category B normally works during the school term time only and is entitled to non-term weeks without loss of pay.
- One role Category C normally works 45 weeks per year and receives seven weeks' paid non-term weeks.
- For both Categories, annual leave will be deemed to have been taken during non-term weeks.