

# Kearnan College

25 Moore St, Manjimup WA 6258 ● PO Box 358, Manjimup WA 6258  
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## Administration Officer

### Position Details:

This is a full-time, ongoing position commencing 13 May 2024.

Kearnan College is a co-educational school catering for students from Pre-Kindergarten to Year 12. The College was founded by the Sisters of St Joseph in 1925 and has a rich history of providing quality education in the Manjimup area for almost 100 years. The school motto of 'Seek Truth' guides our actions and decisions. As a community we seek truth in our relationships, our endeavours and in our care for the environment.

Kearnan College is seeking a qualified and experienced Administration Officer to join our professional team. The person we are seeking will be a diligent and dedicated professional, driven to maintain processes ensuring compliance.

The position requires a person with excellent interpersonal and organisational skills. Experience in a similar work environment is an advantage.

Candidates are requested to submit a covering letter, a CV, and copies of relevant documentation by the due date:

email to: [ben.priest@cewa.edu.au](mailto:ben.priest@cewa.edu.au)

Or by mail: Confidential  
Mr Ben Priest  
PO Box 358  
MANJIMUP WA 6258

# Selection Criteria:

The successful applicant must possess the following:

## Essential

- Ability to demonstrate empathy with the Catholic ethos of the College
- Administration experience
- Professional written and verbal communication skills
- High-level organisational, administrative and customer service skills
- Well-developed skills using Microsoft Office 365 products
- Ability to manage highly confidential and sensitive information
- Excellent data entry skills with an emphasis on speed and accuracy
- Flexible and adaptable approach to work
- Ability to show initiative and take direction within a team context

## Desirable

- Knowledge of school administration systems such as SEQTA or AoS
- Demonstrated experience in an educational context
- Current senior first aid certificate
- Relevant qualifications
- Proficiency in using the Office 365 suite is seen as an advantage

## Other Requirements:

- National Criminal Record Check
- Working with Children Screen Check

Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be fully supportive of the objectives and ethos of Catholic education. In applying for this position you will be providing personal information to the School. This information will be used in order to assess your application for employment. A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education [website](#).

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post [website](#). An application for a WWC must be made in person.

## Closing Date for Applications:

3 May 2024