

St Mary's Catholic Primary School, Donnybrook



Administration Officer 2025

St Mary's Primary School, Donnybrook, is seeking a highly motivated Administration Officer (AO) to join our enthusiastic staff.

The role of AO is a key member of the Finance and Administration team, and is directly responsible to the team leader and principal.

The AO is responsible for the efficient and effective operation of the school administration and involves student services and query management.

St Mary's is seeking a focused and organised individual with a positive attitude. Experience in customer-facing administration is essential. Effective time management and communication is also key for this role, alongside excellent customer service and administration skills.

St Mary's provides a quality Catholic Education that focuses on the development of the whole child in an environment where Christian ideals are witnessed, lived and valued. There are currently 130 students enrolled in the school. The school is a family-focused community where each person is valued and respected in a safe and caring environment. The school has recently implemented the RULER approach to the teaching of social and emotional learning and believes that developing students' skills in better understanding their emotions is going to be essential for their learning and continued growth into the future. Our philosophy is based on the premise that all children can learn when their needs are met. Our teaching, programming and assessment practices reflect this understanding. The Mercy values of forgiveness, courage, service, justice, compassion, respect, determination and excellence are brought to life in the school through the Making Jesus Real framework. The staff are highly qualified and dedicated, they are committed to the pursuit of knowledge for themselves and for their students, and they respond to their responsibilities in a very professional manner.

Position Details

Two days per week term-time only commencing week beginning Monday 28 April 2025 (FTE 0.38).

This is a fixed term contract, to cover a leave request, concluding December 31 December 2025.

Position is classified at level 3 Administration and Technical Officer: [CEWA SALARY SCHEDULES](#)

Responsibilities and Duties

- Provide efficient and friendly customer service at reception, including answering queries in person, via email and on the telephone, and processing payments.
- Triage and direct queries to the appropriate school team member.
- Greet and manage the sign in and out of relief staff, visitors, contractors and volunteers.

- Manage student attendance, including maintaining records, data entry, and liaising with parents, teachers and the Leadership Team as necessary for absentees and absences.
- Assist with the accurate and timely collection and updating of student and family information on school databases and filing systems.
- Send out correspondence as directed.
- Manage student illnesses and injuries, including administering first aid and maintaining first aid kits.
- Coordinate and distribute incoming mail.
- Assist with the distribution lunch orders.
- Prepare data and information for reporting and census requirements, as required.
- Monitor room bookings and oversee external providers.
- Manage lost property etc.
- Provide general administration support for school events, activities and initiatives, as directed.
- Work collaboratively with staff, students and the community to promote the school.
- Provide administrative support and guidance to other team members to achieve team goals.
- Identify opportunities for growth and areas for continuous improvement.
- Ensure professional and positive representation of the school.

Responsibilities will include any other duties as required by the Principal, Leadership Team, or Finance and Administration team leader. Key areas and responsibilities of this position are subject to change with the ongoing development of the role.

Selection Criteria

- Be a practising Catholic and/or fully supportive of the objectives and ethos of Catholic Education
- Intermediate proficiency with Microsoft 365, including Outlook and Teams.
- Excellent communication skills – both written and verbal.
- Ability to provide excellent customer service and develop positive relationships with students, staff and parents.
- Demonstrated organisational skills and effective time management.
- Strong attention to detail.
- Accurate data entry skills.
- Ability to work autonomously and in a busy team.
- Sound knowledge of, or ability to understand and monitor, official reporting requirements relating to students.
- Experience in basic payment processing.
- Be willing to contribute to an emotions matter schooling climate.
- Have a sense of humour.

Qualifications

Essential

- Previous experience in administration and finance.
- First Aid Certificate (or willing to achieve).

Desirable

- Certificate or equivalent experience in administration,
- Experience within Catholic Education WA Ltd or education sector.

Applicants are to email current CV and a cover letter of no more than two pages, outlining their experience in relation to the criteria to the Principal, Andrew Gammon (Andrew.gammon@cewa.edu.au).

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.

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.

On appointment, the successful applicant 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.

The successful applicant will also need to complete a Department of Education Nationally Coordinated Criminal History Check found [HERE](#), and complete training in Work Health and Safety and Mandatory Reporting.

For further information, please contact the office on 97324700. Applications close Friday 14th March 2025.

Thank you

A handwritten signature in black ink, appearing to read 'Andrew Gammon', with a long horizontal flourish extending to the right.

Andrew Gammon