



Catholic Education Sandhurst Limited

Diocese of Sandhurst



ST THERESE'S PRIMARY SCHOOL KENNINGTON FINANCE AND STUDENT DATA SUPPORT (1.0FTE)

Catholic Education Sandhurst Limited has a fabulous ongoing opportunity at St Therese's Primary School, Kennington.

St Therese's School boasts 21 classrooms, a purpose-built library, Expressive Arts Centre and administration block, and sundry other small meeting and tuition rooms. In 2019 the construction of two new learning centres was completed. These centres provide up-to-date facilities for Enquiry Based and Student Centred Learning for 6 classes. The next stage of development will focus on outdoor play and learning spaces.

The school is situated in the Bendigo suburb of Kennington, approximately 2.5 kilometres from the city centre and is open to all families who wish to seek the values of a Catholic Education.

We can offer you:

- Generous leave entitlements.
- A working environment with dedicated and committed staff.
- A competitive remuneration package.

Ideally you will:

- Be friendly and approachable.
- Have financial and data management acumen.
- Demonstrate exceptional administration skills.
- Possess well-developed skills in Microsoft Suite applications.

Bendigo is a vibrant regional city that has fabulous cafes, restaurants, and arts culture. Built on a rich gold history the city of Bendigo boasts some of the country's most impressive architecture, public sculptures, fountains and gardens.

**Closing Date for Applications:
4.00 pm Wednesday 14 December 2022**

For more details about the roles please download the relevant position description from www.ceosand.catholic.edu.au.

Please email your cover letter, resume and responses addressing the key selection criteria from the position description to ptegelove@stkennington.catholic.edu.au

CES Ltd embraces diversity and social inclusion and encourages people from diverse backgrounds to apply. We are committed to promoting the safety, wellbeing, and inclusion of all children.