

Learning Diversity Administration Officer

We have a unique opportunity for a full time experienced Learning Diversity Administration Officer commencing on 29 January 2024. You will be passionate about working with students and providing high quality care and administrative support to both students and teachers.

The successful applicant will have:

- Certificate IV in Education Support or Disability Support and some relevant experience, or lesser qualifications with extensive relevant work experience.
- An understanding of handling confidential information including personal, sensitive and health information of staff and students in accordance with College policies
- Current (or ability to gain) Working with Children Check
- Strong and effective written and verbal communication skills, evident when working with students, staff, parents, guardians and/or carers.
- Experience and ability to work with students across varied year levels, as required.
- Sound knowledge of NCCD
- Strong computer skills and knowledge of the Student Services PLP platform.

For more details about the role, please download the position description from www.sakyabram.catholic.edu.au under employment

Applications close Monday 27 November at 4.00pm

St Augustine's College is committed to promoting the safety, wellbeing and inclusion of all children. CES Ltd embrace diversity and social inclusion and encourage people from diverse backgrounds to apply.



College Values

Community

Learning for Life

Human

Flourishing

Faithfulness

Partnership