



Nano Nagle
NETWORK

Administration Support Officer

St Francis Flexible Learning Centre, Nano Nagle Network's Hobart campus, works with young people who are disengaged from mainstream education with the aim of re-engaging them in creative, meaningful and intentional learning. Our schools work with young people through a trauma informed approach respectful to the educational needs of each learner.

The Role:

- We are looking for an Administration Support Officer to join our team, working at our Hobart campus.
- You will be employed on an ongoing contract and will be employed under the Tasmanian Catholic Education Single Enterprise Agreement 2018.

About You:

Able to commit to and work within our Operating Principles; Respect, Participation, Safe and Legal and Honesty.

Come complete with:

- Certificate III in Business Administration or equivalent work experience
- Current Working with Vulnerable People certificate or ability to obtain
- Strong administration skills and experience including highly proficient with the MS Office suite and student databases
- Excellent interpersonal skills with the ability to effectively communicate with young people and adults.
- Aboriginal and Torres Strait Islander People are encouraged to apply, we are an Equal Opportunity Employer and value diversity.

To Apply:

Please visit our website, learn about our work, and review the position information in Employment Opportunities at <https://www.ereafsn.edu.au/employment-opportunities-positions-available/>.

Forward your application to nanonaglerecruitment@ereafsn.edu.au and include:

- A letter of introduction and a response to the selection criteria.
- A current curriculum vitae outlining previous experience and skills.
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact: Jeanette Hartley, Staff Development Manager on 0427 322 247

Applications will be considered as they are received.

Nano Nagle Network Flexible Learning Centres are a Catholic School in the Edmund Rice tradition and are recognised as a leading organisation for the provision of educational and social inclusion programs for disenfranchised young people.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. Please review the Information Collection Notice on our website for details about how we manage your employment application information.

Network Office | 1b/135 Cardigan Street, Carlton Vic 3053 | P.O. Box 102, Carlton South Vic 3053 [P] 03 9269 6922
St. Joseph's Flexible Learning Centre | 385 Queensberry Street, North Melbourne Vic 3051 [P] 03 9269 6900
St. Joseph's Flexible Learning Centre | 15 Police Lane, Geelong Vic 3220 [P] 03 5201 8090
St. Francis Flexible Learning Centre | 115 Allunga Road, Chigwell Tas 7011 [P] 0427 249 286
[W] www.youthplus.edu.au | ABN: 96 372 268 340