



EDMUND RICE EDUCATION
AUSTRALIA

EREA FLEXIBLE SCHOOLS LTD
ACN 659 978 846
www.ereafsn.edu.au

Executive Assistant

St Joseph's Flexible Learning Centre 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 a full time Executive Assistant to join our team, working with our Principal across our campuses in North Melbourne, Geelong and Colac.
- You will be employed on an ongoing basis, commencing ASAP, and will be employed under the Victorian Catholic Education Multi 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:

- 3 years' experience in a similar role
- Relevant qualification/s
- Strong oral and written, interpersonal, stakeholder relationship management and conflict resolution skills.
- Ability to obtain a Working with Children Check
- Be willing to support young people and our team members to reach their potential
- 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 www.ereafsn.edu.au. 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 Principal, Anthony Stockwell on 0408 068 260.

Closing Date: 5 pm Sunday 12 February

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.