



# ST. JOSEPH'S Flexible Learning Centre

*A Catholic School in the Edmund Rice Education Tradition*  
ABN: 32 525 803 013



## Senior Administration Officer

St Joseph's Flexible Learning Centre, Colac 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 a full time Senior Administration Officer to join our team, working at our Colac campus.
- 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.**
- 2 years' experience in a similar role
- Relevant qualification/s
- Strong ICT and general administration 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](http://www.ereafsn.edu.au) . Forward your application to [nanonaglerecruitment@ereafsn.edu.au](mailto: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 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.*

**NORTH MELBOURNE CAMPUS**  
385 Queensberry Street,  
North Melbourne VIC 3051  
Phone: 03 9269 6900  
[NorthMelbourneAdmin@ereafsn.edu.au](mailto:NorthMelbourneAdmin@ereafsn.edu.au)

**GEE LONG CAMPUS**  
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**COLAC CAMPUS**  
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