



ST. JOSEPH'S Flexible Learning Centre

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



Administration Support Worker

St Joseph's Flexible Learning Centre, Geelong 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 part-time (0.6 FTE) Administration Support Worker to join our team, working at our Geelong campus.
- You will be employed on a fixed term basis (maternity leave contract until 31st January 2024), 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.**
- A tertiary qualification will be an advantage.
- Experience in similar role would be preferred.
- Valid Australian Driver's Licence and willingness to drive school vehicles when required.
- 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 Sue Colacino on 0459 968 761.

Applications close 5pm Sunday 25th June 2023, however 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.

NORTH MELBOURNE CAMPUS

385 Queensberry Street,
North Melbourne VIC 3051
Phone: 03 9269 6900
NorthMelbourneAdmin@ereafsn.edu.au

GEELONG CAMPUS

131 Torquay Road,
Grovedale VIC 3216
Phone: 03 5201 8090
geelong.flc@ereafsn.edu.au

COLAC CAMPUS

174 Hearn Street,
Colac VIC 3250
Phone: 03 5297 1810
colac.flc@ereafsn.edu.au

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.