

Executive Assistant

St Francis 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 Executive Assistant to join our team, working at our West Moonah campus.
- You will be employed on a full-time, ongoing contract, commencing ASAP, 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:

- Current Working with Vulnerable People certificate or ability to obtain
- 3 years' experience in a similar role
- Relevant qualification/s
- Strong oral and written, interpersonal, stakeholder relationship management and conflict resolution skills.
- 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 recruitment@stjosephs.vic.edu.au and include:

- A letter of introduction and a one-page response to the duties and responsibilities listed in the position description and how you would meet them;
- 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, if this is a school it needs to be the principal.

For further information contact: Nick McGann, Principal on 0409 476 438.

Applications close 5 pm Friday 29 September. Applications will be considered as they are received.

St Francis Flexible Learning Centre is 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.