



Perth Waldorf School

Invites applications for

ADMINISTRATION OFFICER

1.0 FTE– 5 days per week 8am – 4pm

Perth Waldorf School Salary Scale Officer Level 1

Must be available to work in school holidays (when required)

Commencing immediately

“At Perth Waldorf School we are committed to promoting the safety, health and wellbeing of children and young people and expect all school staff, parents, students, volunteers and visitors to the school to share that commitment”

Where: The school is located in a bush land setting in the southern suburbs of Perth, Australia (approx. 20 minutes from the CBD). Nearby is the popular and cosmopolitan town of Fremantle and the school is only 15 minutes from the coast. We provide a full Steiner curriculum from Playgroup to Class 12.

The Role Involves:

- Providing general administrative support to Teaching Staff, the Administration Coordinator, Enrolments Officer and the School Administrator.
- Providing administrative and clerical support including the preparation of correspondence, reports and memos and providing office support where required.
- Using positive interpersonal skills to work with a wide variety of staff.
- Supporting the functions of the faculty coordinators – typing, managing calendars, booking PD.
- Organisation of events and festivals as needed.
- Receiving, screening and prioritising telephone enquiries.
- Provide support at New Staff Inductions and internal PD days.
- Maintaining positive relationships with students, parents, staff and the general community.

What you'll need to succeed:

As the successful applicant you will:

- Possess experience in a support role and have advanced skills using the Microsoft Office Suite.
- Demonstrate strong written and oral communication skills, including telephone manner.
- Demonstrate the ability to prioritise competing demands and utilise high level organisational skills.
- Demonstrate previous examples of flexibility, initiative and high levels of social and emotional intelligence.
- Have a “can do” attitude.
- Display integrity, loyalty and commitment to maintain utmost confidentiality and meet privacy requirements at all times.
- Possess a current Drivers licence.
- Promote a welcoming and supportive culture and engage with the ethos and philosophy of our Steiner school.
- Possess or obtain a current Senior First Aid Certificate.
- Possess or obtain a current Working with Children Card.

How to apply:

Written applications, including a cover letter explaining why you want the position and why you wish to work in a school, CV and names and contact details of 3 referees (to be contacted with your permission if you are shortlisted for an interview). The Job Description is available on our website.

Marked 'Private & Confidential' and forwarded to:

School Administrator, Perth Waldorf School, PO Box 1247, BIBRA LAKE WA 6965, AUSTRALIA
or Email: employment@pws.wa.edu.au

This position is subject to a three month review and a six month probation period.

Applications close Tuesday 27th August at 4pm.

For a brief conversation about this position, please phone Lei Baker ph: (61) (8) 9417 3638