



## St Edmund's College

16 Mary Street, Woodend Ipswich Qld 4305

**Postal: PO Box 2343, North Ipswich, Qld 4305**

### Administered by Edmund Rice Education Australia (EREA)

A Catholic Secondary Boys' Day College in the Edmund Rice Tradition. Total enrolments for Years 7 to 12 are approximately 1050.

Phone: (07) 3810 4400 or 3810 4454  
Fax: 3810 4402  
Email: [secmail@sec.qld.edu.au](mailto:secmail@sec.qld.edu.au)  
Website: [www.sec.qld.edu.au](http://www.sec.qld.edu.au)  
Application package: <https://www.sec.qld.edu.au/our-college/employment-opportunities>

**Applications addressed to:** The Principal, St Edmund's College  
PO Box 2343, North Ipswich Qld 4305

**Delivered electronically to:** [secmail@sec.qld.edu.au](mailto:secmail@sec.qld.edu.au)

The St Edmund's College website is designed to provide information concerning the ethos and organisation of the College. Access to the website will assist you with your application.

**Principal:** Mr Diarmuid O'Riordan

**RELIEF ADMINISTRATION ASSISTANT responsible to:** Manager Human Resources and Compliance

**CASUAL POSITION:** As required

**REMUNERATION:** School Officer: Level 3, Step 1.

**APPLICATIONS CLOSE: FRIDAY 14 JUNE 2019 – 3.00PM**

### **Your application for the position of Relief Administrative Assistant requires:**

- 1) **A covering letter** detailing motivation for your application and the contribution you believe you can make to St Edmund's College
- 2) **Curriculum Vitae**
- 3) **A completed Application for Employment form** (mandatory → available from website) which includes the names of three current professional referees