



Established 1892

ST EDMUND'S COLLEGE

IPSWICH

www.sec.qld.edu.au

St Edmund's College is a Catholic boys' day college in the Edmund Rice Tradition. Current enrolment is approx. 1050 students in Years 7 to 12. The College is a member of the Associated Independent Colleges (AIC) and is administered by Edmund Rice Education Australia (EREA).

Applications are invited for the following School Officer position:

RELIEF ADMINISTRATIVE ASSISTANT

Remuneration: School Officer 3.1 - \$27.6526 per hour

Characteristics of the successful applicant: Understanding of the needs of students; self-motivated and directed; good technological and communication skills.

A current Positive Notice Blue Card is essential for this position.

A role description, Application for Employment form and full application requirements are available on the College website: www.sec.qld.edu.au

Applications should be addressed to **The Principal, St Edmund's College, PO Box 2343, North Ipswich Qld 4305** and forwarded electronically to: secmail@sec.qld.edu.au by 3.00pm, Friday 1 November 2019.
