



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

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 15 February 2019**.

Double-Column Advertisement

Authorised by the Principal, Mr Diarmuid O’Riordan

For insertion in *The Queensland Times – Careers section – Education* - on Saturday 17 February 2018

Account No: AC 00497

(Deadline 5.00pm Fridays – Email: classifieds@newsregionalmedia.com.au)

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