



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
Website: 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

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 15 FEBRUARY 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