St Augustine’s College - Sydney is a Catholic Congregational school for boys in Years 5 to 12, teaching the Augustinian values of Truth, Love and Community. The College has a strong academic tradition and commitment to pastoral care.

Applications are invited from suitably qualified candidates to commence the following position:

**ADMINISTRATIVE ASSISTANT**

*(F/T TEMPORARY 1 YEAR)*

To be successful in this role you will have:

- Excellent data administration/processing skills with a high level of attention to detail and accuracy
- Working knowledge or the ability to rapidly acquire knowledge of school record systems
- Sound understanding of MS Office and databases
- Outstanding written and verbal communication skills
- Ability to liaise confidentially across all levels within the College community
- Exceptional organisational skills
- The ability to confidently and competently deal with competing priorities
- Experience working within a school environment would be highly regarded.

This is a full time temporary position commencing March 2014. Four weeks annual leave applies.

For further information regarding this position please contact Danielle Stanway – Staff Services Manager on 9938-8254.

Applications, including curriculum vitae and the names and contact details of three confidential referees, must be submitted by mail or e-mail no later than Friday 28 February, 2014. These should be addressed to:

The Principal
St Augustine’s College – Sydney
PO Box 399 Brookvale NSW 2100
e-mail: dstanway@saintaug.nsw.edu.au
www.saintaug.nsw.edu.au