MEL MARIA
CATHOLIC PRIMARY SCHOOL

# School Administration Officer

**Early Childhood Campus (Pater Noster, Myaree)**

Ongoing Position | 44 Weeks per Year | Commencing January 2027

## About Mel Maria Catholic Primary School

Mel Maria Catholic Primary School is a distinctive dual-campus school offering an innovative approach to Catholic primary education in Western Australia.

Our Early Childhood Campus at Pater Noster (Myaree) caters exclusively for children from Pre-Kindergarten to Year Two, while our Primary Campus at St Joseph Pignatelli (Attadale) provides education for students in Years Three to Six. This unique educational model allows each campus to provide learning environments, programs and experiences specifically designed to meet the developmental needs of the children in their care.

Grounded in our Mercy tradition, Mel Maria is a welcoming and inclusive Catholic school community that values strong relationships, pastoral care and a genuine sense of belonging. We enjoy close partnerships with our two parish communities and the active involvement of our families in school life.

## About the Position

Mel Maria Catholic Primary School is seeking a friendly, professional and highly organised School Administration Officer to join our Administration Team at our Early Childhood Campus, commencing in January 2027.

This is an important front-office position within our school. As one of the first points of contact for parents, students, staff and visitors, the successful applicant will play a significant role in providing a welcoming, efficient and supportive administrative service to our school community.

We are looking for someone who takes pride in their work, enjoys interacting with people and can confidently manage the varied responsibilities of a busy school office. The ability to remain calm, approachable and organised while responding to competing demands will be particularly important.

Previous experience in a school administration, receptionist or secretarial role would be highly regarded. Familiarity with school administration systems, particularly AoS and SEQTA, would be an advantage.

## About You

The successful applicant will demonstrate:

- A commitment to supporting the Catholic ethos, values and mission of Mel Maria Catholic Primary School.
- Previous experience in an administrative, secretarial or receptionist role.
- Excellent interpersonal skills, with a friendly, professional and welcoming manner.
- Strong written and verbal communication skills.
- Well-developed organisational, administrative and customer service skills.
- Proficiency in Microsoft Office 365 applications, particularly Word, Excel and Outlook.
- Accurate and efficient data entry skills, with strong attention to detail.
- The ability to manage confidential and sensitive information with professionalism and discretion.
- The capacity to prioritise tasks, manage competing demands and work effectively in a busy office environment.
- A flexible and adaptable approach, with the ability to show initiative while working collaboratively as part of a team.
- A willingness to contribute positively to the daily life and operations of our school.

## The following would be advantageous:

- Previous experience working in a school or similar educational environment.
- Familiarity with AoS and SEQTA school administration systems.

## Essential Requirements

The successful applicant will be required to hold or obtain:

- A current Working with Children Check.
- A satisfactory National Criminal History Check.
- A current Senior First Aid Certificate.

## Position Details

- **Position:** School Administration Officer
- **Location:** Early Childhood Campus, Pater Noster, Myaree
- **Commencement:** Beginning of the 2027 school year
- **Employment:** Ongoing, 44 weeks per year, including school terms
- **Working Hours:** 4 Days a week, 8:00am – 4:00pm

## How to Apply

We welcome applications from suitably qualified and experienced individuals who would enjoy becoming part of our Mel Maria school community.

**Applicants are requested to submit:**

1. A covering letter outlining their interest in the position, relevant experience and suitability for the role.
2. A current résumé detailing qualifications, employment history and previous administrative or secretarial experience.
3. The names and contact details of three professional referees who can comment on the applicant's professional experience, skills and suitability for the position.

Applications close Friday 6 November. Please email applications to roman.popadynec@cewa.edu.au and address them to the principal – Mr Paul Hille