

Marist College Emerald

School Officer- Front Reception

(Term Time, continuing – 38 hours per week)

The School Officer - Front Reception, will provide administrative and secretarial support to the College, be the first port of call for all visitors, facilitate communication between administrators, teachers, and students' families.

The successful applicant would be expected to support the Catholic ethos and practices of the College. Applicants for the position must hold a current Blue Card (Working with Children Check from the Commission of Children and Young People) or be willing to apply for one.

A copy of the Job Description and Employment application packages are available on our website: www.maristcollegetemerald.com.au or from the College Office

Applications close on Monday, 11th February 2019

Please submit your resume and cover letter by email (preferred) or post to:

The Principal ~ Mr Mark Green
Marist College Emerald
PO Box 81, Emerald Qld 4720
Email: marist_jobs@rok.catholic.edu.au



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