



SACRED HEART COLLEGE
NEW TOWN

Sacred Heart College is a K-10 co-educational Catholic College based on the charism of the Sisters of St Joseph with an enrolment of 950 students.

Applications are invited from suitably qualified persons for the following positions:

ADMINISTRATION OFFICER – FRONT OFFICE

Ongoing Position – 1.0 FTE (Term Time only)

Commencement Date: 4th February 2019

The Administration Officer provides a first point of contact for the College and is accountable for the effective delivery of reception, administration and office support services. The role is responsible for the delivering excellent customer service in the performance of duties.

Within the role, the Administration Officer supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the college community to assist students to achieve enhanced learning outcomes.

TEACHER ASSISTANT – MATERIAL DESIGN AND TECHNOLOGY

Limited Tenure Position (Long Service Leave Replacement): 35 hours/fortnight

Contract Period: February 1st – April 5th 2019

The Application Package for these positions can be downloaded from the College website: www.shc.tas.edu.au

Catholic Education in Tasmania requires the preferred applicants to be subject to employment screening including (but not limited to) Working with Vulnerable People Registration and a National Police Criminal History Check.

All applications are to be addressed to:

The Principal
Mrs Elizabeth McDougall
Sacred Heart College
2 Cross Street
New Town TAS 7008

And forwarded via email to: michelle.stolp@shc.tas.edu.au

Applications close: 3 pm, Tuesday, 15th January 2019