



<b>Organisation</b>	<b>Sacred Heart Primary School – THORNLIE</b>
<b>Address</b>	40 Ovens Road, THORNLIE WA 6108
<b>Email</b>	<a href="mailto:admin@shthorn.edu.au">admin@shthorn.edu.au</a>
<b>Website</b>	<a href="http://www.shthorn.wa.edu.au">www.shthorn.wa.edu.au</a>
<b>Phone</b>	08 9251 3000
<b>Fax</b>	08 9251 3090
<b>Principal</b>	Mrs Miranda Swann
<b>Position</b>	<b>Uniform Shop Administration Officer (4.5 hours per week/0.092 FTE)</b> Temporary from 22 May 2018 - 31 December 2018

We are seeking a dynamic and enthusiastic Uniform Shop Administration Officer to join our staff in 2018. This is an opportunity to join a school where the focus is on working with every student to reach their very finest potential in all aspects of their development.

Sacred Heart is a double stream co-educational school with 460 students from Kindergarten – Year 6. The school community has the benefit of having onsite an Early Learning Centre catering for 2 – 5 ½ year olds, an Out of School Hours Care service and an Inclusion Support Centre. The school enjoys a close relationship with the Parish and strong support from the parent community.

#### **Selection Criteria:**

Applications are invited from enthusiastic and innovative applicants with the following attributes:

- Possess a sound understanding of bookkeeping theory as it relates to the retail area;
- Have experience and expertise in the coordination of sales, stock ordering, reporting and forward planning;
- Have demonstrated well-developed organisation and time management skills and the ability to prioritise tasks;
- Be able to maintain consistently high standards of client service in a professional and friendly manner, presenting a positive public profile;
- Provide a high degree of discretion when dealing with confidential and/or sensitive issues;
- Demonstrate initiative, especially in relation to problem solving;
- Possess excellent oral and written communication skills;
- Possess excellent competency with Office 365 and retail point of sale systems;
- Willingly participate in school activities;
- Make a positive contribution to the culture of Sacred Heart Primary School.

Applicants must be fully supportive of the objectives and ethos of Catholic education.

Applicants must submit (**via email only**) curriculum vitae, addressed to the Principal, including the names and contact numbers of three referees, one of whom must be the current employer. A current Federal Police Clearance/100 Point Identification Check must also be included. The appropriate Criminal History Record Check form is available from the Department of Education and Training website ([www.det.wa.edu.au](http://www.det.wa.edu.au)).

On appointment successful applicants will require a Working With Children Check. Application forms are available at certain Australia Post outlets throughout the state. A list of participating Australia Post outlets can be found on the Australia Post website at <http://apps.nowhere.com.au/austpost/postofficelocator/default.aspx>. An application for a WWC must be made in person.

Applications close: Thursday 10<sup>th</sup> May 2018