



Role Description

Finance and Clerical Assistant

St Mary's Catholic School Wellington

Overall purpose of the position:

Applicants should provide evidence that they are willing and able to: develop positive relationships with students and staff and work collaboratively with colleagues, students and families within a Catholic School community. Strong evidence of the ability to work as part of a team is essential. Requirements for this position include strong interpersonal skills, knowledge of the systems and procedures required in an office environment and ability to complete directed administrative tasks.

Key Tasks and Responsibilities:

The following gives an indication of the responsibilities of the position/s. These responsibilities are performed in consultation with the Office Manager.

- Supporting in the school office and having an understanding of the school computer based administration system.
- Liaising and communicating with parents, students and staff in relation to front of office and administrative matters.
- Adhere to school compliance and meet CEDB requirements through completing online modules.
- Keeping school matters confidential when dealing with parents, parish and community.

Selection Criteria:

Applicants will be able to demonstrate:

- Effective communication and interpersonal skills.
- Have completed or be willing to complete qualifications to support the position.
- Demonstrating confidentiality and being aware of the legal obligations and responsibilities associated with this position.

Yours sincerely

Mrs Leanne Clarke
Principal