



Catholic Education
Diocese of Rockhampton

POSITION VACANT

ST PAUL'S
CATHOLIC PRIMARY SCHOOL
GRACEMERE



Finance Secretary (term-time) St Paul's Catholic Primary School (P-6) Gracemere

Applications are now invited from suitably qualified and enthusiastic persons for the position of Term Time Finance Secretary (32HPW) Monday to Friday (SO Level 3), commencement date to be negotiated.

The successful applicant will have relevant experience and an understanding of, and a commitment to, the ethos of Catholic Education. A Working with Children Check (WWCC) and eligibility for a Suitability Notice will also be required. In addition, you will have excellent time management skills, well developed interpersonal skills and a high proficiency of computer skills. Experience to facilitate the financial management and administration of the school would be advantageous.

Tertiary requirements at Certificate level or equivalent knowledge, qualifications and experience relevant to the position is required.

To apply for this position, an application package can be obtained from the school office:

Applications should be addressed to:

Mrs Patricia Adair, Principal
St Paul's Catholic Primary School
Breakspear Street
GRACEMERE QLD 4702

or email to Patricia.Adair@rok.catholic.edu.au

Applications close: 3pm Thursday 4 March 2020.

Catholic Education is committed to best practice in student protection policies and procedures and is an equal opportunity employer

Existing not to be different, **but to make a difference...**

| www.rok.catholic.edu.au | Twitter @RockyCathEd |

