



ADMINISTRATION OFFICER PART-TIME 0.6 FTE

An exciting opportunity exists for a part-time Administration Officer over 3 days at Silver Tree Steiner School, to commence in Term 4, 2022.

Silver Tree Steiner School is nestled amongst over 25 acres of beautiful bushland in the Perth Hills providing a Steiner education from Early Childhood to Year 6 for over 200 students. Supported by a vibrant and nurturing school community, the education gives children time and space to deeply experience a creative, enriching and wonder filled learning environment.

About the role:

Administration Officer duties include school administration and general office support to ensure the operational tasks of the school are met. The role would suit an enthusiastic, highly motivated individual with exceptional time management skills looking to join a friendly and supportive team.

Your ideal skills will include:

- Demonstrated previous experience in an administrative role.
- Intermediate computer skills, including MS Office.
- Demonstrated strong organisation skills.
- Positive and professional demeanour.
- Highly developed written and verbal communication skills.
- The ability to organise own workload and work in a team environment.
- Experience working within a school environment.
- Experience working with a School Information System.
- First Aid and CPR Certificate or the ability to obtain one.

The successful applicant will meet the following criteria:

- Current Working with Children Check.
- National Police Clearance (less than 12 months old).
- Eligible to work in Australia.

Benefits of working at Silver Tree Steiner School:

- We offer professional development opportunities to support and encourage the embodiment of Anthroposophical values of Respect, Connection and Creativity in our daily work.
- We foster a caring, inspired and supportive culture.
- We are situated in a beautiful working environment in the Perth hills.

Silver Tree Steiner School is committed to child safety and wellbeing as a Child Safe Organisation. As part of the recruitment process the school will conduct pre-employment screening. Applicants are required to have a current WWCC clearance.

For a brief conversation regarding the Administration Officer position please contact Kristy Windsor-Turner at bursar@silvertree.wa.edu.au or phone: (08) 9295 4787.

TO APPLY:

A written cover letter clearly addressing the Job Description criteria, which can be found on our website www.silvertree.wa.edu.au, together with a CV and two professional referees should be emailed to the Head of School, Anna Brindal: anna.brindal@silvertree.wa.edu.au

Applications close Sunday 9th October at 5pm.