



# Catholic Education Sandhurst Limited

Diocese of Sandhurst

## ADMINISTRATION ASSISTANT STUDENT PASTORAL WELLBEING

**Catholic Education Sandhurst Limited is seeking a competent and friendly part time administrator for the role of Administration Assistant – Student Pastoral Wellbeing in its Bendigo Office.**

Reporting to the Chief Student Pastoral Wellbeing Officer the Administration Assistant will be responsible for providing administrative support to the function. Key responsibilities will include providing executive administrative support to the Chief, providing support for meetings held within the function, supporting team projects, records management, customer service, administration, and reception support.

The function you will be supporting consists of a diverse group of staff who develop and deliver strategic system-wide initiatives, policies and guidance that enable CES Ltd schools to create safe, supportive, empowering and respectful learning environments that support students to manage their wellbeing and achieve success.

### **You will have:**

- Certificate IV qualifications or above in a relevant field.
- Experience in working in an executive support or administrative role.
- Exceptional organisational skills with the ability to manage competing demands.
- High quality word processing and computer skills with a high degree of proficiency in Microsoft suite and Google applications.
- Outstanding customer service and interpersonal skills.
- A keen interest or studies undertaken in Wellbeing (desirable but not essential).

### **What CES Ltd can offer you:**

- A friendly and collaborative team to work with.
- Generous leave provisions.
- The ability to negotiate days worked. This is a part time role (0.9 FTE) which can be worked over 5 days or less.
- Remuneration of \$78-\$83K (pro rata) plus superannuation.

The Catholic Education Sandhurst Office Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta. We are a supportive and friendly team who are committed to working collaboratively with our schools to achieve the best outcomes for our students.

**Closing Date for Applications:**  
**5.00 pm Wednesday 5 July 2023**

**For more details about the role please download the position description from [www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au)**

**Please email your cover letter, resume and your responses addressing the key selection criteria to [recruitment@ceosand.catholic.edu.au](mailto:recruitment@ceosand.catholic.edu.au)**

**CES Ltd embraces diversity and social inclusion  
and encourages people from diverse backgrounds to apply.**

**We are committed to promoting the safety, wellbeing, and inclusion of all children.**