



Key Selection Criteria
Office Administration Position
Job Number: 1123967

Applications can be made on Recruitment on Line at:

https://schooljobs.education.vic.gov.au/psp/ROLPPRD1_EA/APPLICANT/HRMS/c/HRS_HRAM.HRS_APP_SCH_JOB.GBL/

SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.

SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.

SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.

SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.

SC5 A commitment to professional learning and growth.