



WAVERLEY COLLEGE

Executive Assistant

Term time only Position

Commencing as soon as mutually
convenient

Waverley College is a Catholic school in the Edmund Rice Tradition for boys Years 5-12. The College seeks to develop innovative learning and wellbeing programs designed to assist boys flourish across their spiritual, intellectual, social, emotional, cultural and physical dimensions.

Waverley College invites applications for an Executive Assistant to support the day to day requirements of the Director of Curriculum. This position will commence in Term 1.

The successful applicant will have :

- Excellent spoken and written English language skills
- Advanced knowledge of MS Office applications and Google apps suite
- Executive Assistant experience in a medium to large school or organisation highly desirable

All applicants must have a current Working with Children Check.

Please go to the College Website for the full role description and to apply, using the non-teacher Application Form:

<https://waverley.nsw.edu.au/information/employment/>

Closing date: Thursday 14th February 2019