



WAVERLEY COLLEGE

Cadet Administration Officer

Permanent Full Time Role

Waverley College is a College of approximately 1550 students. We invite applications for an Administration Officer to join our busy Cadet Unit. This is an opportunity to join a school where your skills are valued, your creativity is nurtured, innovation is actively encouraged, and where staff are appreciated every day.

This role requires, but is not limited to:

- Be the point of contact for students, staff, parents and members of the Waverley College community with regards to the Cadet Unit and all Cadet Unit events
- Provide high-level administration support to the Commanding Officer and Cadet Staff
- Assist with the management, administration and organisation of all Cadet Unit events, including bookings, venue management, logistics and catering
- Assist with the preparation of, and administration on, Cadet Camps including booking facilities, accommodation, transport and providing up to date student documentation and reports
- Assist with the inventory management, issue and returns of uniforms and equipment

In order to be successful in this role you will have:

- Experience working in a school environment - desirable but not essential
- Advanced administration skills
- Ability to take initiative with high attention to detail
- High computer literacy in a Mac and Windows environment
- Ability to extract and analyse data and create meaningful reports

You will work during the school terms with a few days in the holidays. A detailed role description is available on our website. Waverley College is a Catholic school in the Edmund Rice tradition and you are required to be supportive of the Catholic ethos of the community

How to apply:

Applicants must have a current working with children check, be vaccinated against Covid-19 and have the right to work in Australia. Please use the online **Support Staff Application Form** found on the College website: waverley.nsw.edu.au/information/employment

Telephone enquiries to **Kelly Hatcher, 02 9369 0678**

Closing date: **23 May 2023**

