



Moriah College

בית ספר הר המוריה

Moriah College invites outstanding individuals to apply for the following position full time role:

ADMINISTRATIVE ASSISTANT PRIMARY SCHOOL

A permanent, full-time opportunity has recently become available for a highly organised and efficient Administrative Assistant to join our Primary School team. This is a term-time only position so it would suit someone looking to not work during the school holidays!

The successful applicant will have:

- Demonstrated experience in an administrative setting and the ability to manage a multitude of tasks in a busy office.
- Excellent time management and organisational skills.
- Proficiency in computer literacy (in particular, Excel and mail-merging essential with database management skills preferable).
- The ability to take initiative and work to deadlines.
- The ability to multi-task, work collaboratively and manage competing demands.
- A strong understanding of the importance of discretion, as the role involves working with sensitive information.
- Demonstrated experience to work in a fast-paced environment.
- Excellent communication skills, both written and verbal.

Additional benefits of working at Moriah College include:

- Paid time off across the Jewish High Holidays (equates to 10.5 days in 2022) in addition to all other public holidays
- NFP benefits including Salary Packaging
- Strong community ethos with plenty of cultural events throughout the College

All appointments will be based on merit selection without reference to the religion of applicants but an empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

A valid Working with Children Check and proof of double-vaccination is essential.

Any offer of employment will be subject to background checks and child protection screening.

APPLICATION PROCESS:

To apply for this position, you will need to be an Australian Citizen/Australian Resident/have a current Australian Work Visa.

Please apply using the following Seek link: <https://www.seek.com.au/job/57026676>

In your application please include a cover letter, your CV and two referees (who would only be contacted if you are to progress to the offer stage).

If you have any questions, please email jobs@moriah.nsw.edu.au

Moriah College provides a dynamic working environment where staff are valued and students are committed to learning

Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results