



**Moriah College**  
בית ספר הר המוריה



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

## **OPERATIONS ADMINISTRATOR**

### **Primary School**

An opportunity has become available for a high performing Operations Administrator to join our Primary School on a full-time ongoing basis to work only during term time. This role will provide high level administrative support in the Primary School, with a specific focus in the area of face to face and online scaled events, timetable, rosters and resource allocation.

This position requires a very organised individual with strong verbal and written communication skills. Experience using programs such as Timetabler/Edval is advantageous and experience in a School setting is preferred.

#### **Skillset required:**

- Advanced Microsoft application skills – including Excel, Word, PowerPoint and Outlook within Office 365
- Excellent time management skills
- Strong organisational skills and high level of attention to detail and accuracy
- Ability to prioritise tasks and execute flawlessly
- Ability to work autonomously and as part of a team
- Ability to multitask, take initiative and cope under pressure
- Excellent Punctuality

All appointments will be based on merit selection without reference to the religion of applicants.

An empathy with the ethos of our Modern Orthodox Jewish Day School 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.

Visit [www.moriah.nsw.edu.au](http://www.moriah.nsw.edu.au) for an Employment Application Form. The completed Application Form together with a letter of application, CV and two referees should be forwarded to [jobs@moriah.nsw.edu.au](mailto:jobs@moriah.nsw.edu.au). Successful applicants will be required to obtain a Working with Children Check.

**NO AGENCIES PLEASE**

*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*