



'CLONCURRY STATE SCHOOL P-12

'Excellence in Education in the Outback'

Courtesy, Truth & Knowledge

31 Daintree Street CLONCURRY QLD 4824 P O Box 337 CLONCURRY QLD 4824 Phone: 47428 333 Email: admin@cloncurryss.eq.edu.

EXPRESSION OF INTEREST

Temporary – AO3

Cloncurry State School P-12 is seeking a highly motivated and efficient individual to join our Admin team as a Temporary AO3 – working 2 days per week a total of 10 hours per week for the remainder of the 2025 school year. This temporary engagement will cease on Friday 5th December 2025.

Currently the position is to provide relief for the Student Management Desk in the Administration Office.

As the Administration Officer you will have responsibility for the following:

- High level customer service
- Ability to work independently including the ability to multitask
- Manage a high-pressure environment
- Provide back up for student services and student absences
- Undertake routine activities including client services, student services, first aid, correspondence, general administration, maintaining school records, processing mail and emails

Application process:

Please submit the following to Monica MARTEL, Business Manager, mmart106@eq.edu.au by 3:00pm Friday 7th March 2025.

- Resume (max two pages) including your experience and skills as well as contact details for two referees (including your current supervisor)
- One page detailing your suitability for the role

Applications close 3:00pm Friday 7th March 2025.

Additional information

- In accordance with the *Working with Children (Risk Management and Screening) Act 2000* a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (Blue Card) issued by Blue Card Services.
- A Criminal History Check will be initiated on the successful applicant.