



# Loreto College

## Coorparoo

### **Assistant to Executive Deputy Principal**

**Full-time, Term Time plus 4 weeks**

Loreto College Coorparoo is seeking to employ a suitably qualified and experienced Assistant to the Executive Deputy Principal.

The successful applicant will provide high level support to the Executive Deputy Principal in the areas of the College's daily operation within teaching and learning. This position will also assist with planning, recording and communicating information to key stakeholders.

**Experience/Responsibilities:**

- High level competencies in Microsoft Office 365, development of timetables and staff rosters, management of data bases, use of school administration software and organisation of events and activities
- Manage daily supervisions and of Relief Teachers
- Support the Executive Deputy Principal with the development of Timetables, daily operations, teaching staff HR, maintenance of policies and procedures
- Maintain various College calendars and data bases
- Coordinate the annual Celebration of Achievement evening
- Arrange travel and accommodation for staff professional development

**Applications close Wednesday 14 November**

Commencement date to be negotiated for January 2019

Please forward your application including resume and the names and contact details of three referees to:  
The Principal, Mrs Kim Wickham, Loreto College Coorparoo  
PO Box 1726, COORPAROO DC 4151  
email@loreto.qld.edu.au

A role description and further information about Loreto College Coorparoo is available at [www.loreto.qld.edu.au](http://www.loreto.qld.edu.au)