



KENMORE STATE HIGH SCHOOL

The Queensland Department of Education trading as Education Queensland International (EQI) CRICOS Provider Number: 00608A

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EXPRESSION OF INTEREST

Temporary Part-Time Administration Officer (A02)

16 hours per week until 13 September 2024 (with possibility of extension)

Kenmore State High School is inviting applications for a temporary Administration Officer working with our dynamic administration team, supporting staff and students. The position is 16 hours per week (Monday – Thursday) starting early in Term 2 until 13 September 2024, with the possibility of extension.

Your Opportunity:

Working as an Administration Officer at Kenmore State High School you will:

- Undertake routine administrative duties.
- Demonstrate a sound knowledge of Microsoft Office 365.
- Communicate effectively and display a high level of interpersonal skills, and the ability to work collaboratively with other team members.
- Report to the HR Manager.

About the Role:

As an Administration Officer you will:

- Create and maintain spreadsheets and word documents.
- Assist with phone enquiries from staff and parents.
- Administer first aid to students and monitor the internal incident phone.
- Undertake general administration duties, filing, and other requests consistent with the roles and responsibilities of the position as directed by the supervisor or Business Manager.

Your application:

- Applicants are required to submit a current resume including contact details for two referees (one being your current supervisor).
- A written 1-page response outlining how your experience and knowledge could contribute to the above position.

Please submit applications or enquires to Julie Taylor, Business Manager via email to applications@kenmoreshs.eq.edu.au by Monday 20 May 2024.

A Criminal History Check will be initiated on the successful applicant. The successful applicant must hold (or be willing to obtain) a current Working with Children Clearance (Blue Card).

Applications close: Monday 20 May 2024



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