PERSONAL ASSISTANT TO HEAD OF JUNIOR SCHOOL

Permanent Part-Time (41 weeks per year)

Immediate Commencement

Applications are invited from enthusiastic and experienced persons prepared to work within a vibrant and busy Junior School environment.

Details of this role are included in the Job and Person Specification which can be downloaded from this webpage.

It is anticipated that this permanent position will commence as soon as the successful candidate is available.

Persons with experience and skills as outlined in the Job and Person Specification are encouraged to apply.

Please complete the Employment Application Form (see Related Articles) which must accompany your application.

All applications should be emailed to jobs@pembroke.sa.edu.au

For further information please contact Jim Daws, Human Resources Director, on 8366 6818 or at jobs@pembroke.sa.edu.au.

Applications for this position close on WEDNESDAY 15th MAY AT 4.00 PM

Pembroke School is an equal opportunity employer.