# **Administration Officer (Trainee), Urangan State High School**

Are you ready to kickstart your career with a dynamic team in a supportive and welcoming environment? This exciting opportunity offers you the chance to acquire invaluable skills while providing exceptional customer service. As our Administration Officer (Trainee), you'll be at the forefront of our school's operations, making a significant impact within our school community.

## **Job details:**

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| **Position status** | Fixed Term Temporary |
| **Position type** | Part time – 32.5 hours per week |
| **Classification** | AO2 (55%/75%) |
| **Workplace Location** | Wide Bay |
| **Closing date** | 3pm Monday 2nd October 2023 |
| **Fortnightly salary** | $1223 - $1668 (full time equivalent) |
| **Job duration** | Until Oct 2024 (with the possibility of extension) |
| **Contact person** | Kacey Zirkel |
| **Contact details** | (07) 4197 0110 [kzirk0@eq.edu.au](mailto:kzirk0@eq.edu.au) |

**About our School:**

Urangan State High School is dedicated to discovering the best within all students through high quality educational and social experiences that expose them to new ideas, new ways and new possibilities for future success.

Urangan State High School is a friendly, happy and busy community where our motto “Working together to learn” is enacted on a day-to-day basis.

**Mandatory Requirements:**

* The successful employee must have a current Paid Working with Children Clearance (blue card) issued by Blue Card Services.
* Undertake a Criminal History Check.

**How to Apply:**

**Email to** [kzirk0@eq.edu.au](mailto:kzirk0@eq.edu.au) **by** 3pm Monday 3rd October 2023:

* A maximum 2-page resume including contact details for 2 referees.
* A maximum 1-page response on why you are the best person for the job.