

Heights
Great
Scale

Springfield Central State High

70 Central Parkland Drive, Springfield Central Qld 4300
P.O. Box 4787, Springfield Qld 4300
Phone: (07) 3470 6222 Fax: (07) 3470 0106
www.springfieldcentralshs.qld.edu.au

POSITION: 2 x Permanent Administration Officer (AAEP)
HOURS: 1 x 26.5 hrs + ADO (Enrolment Officer)
1 x 15hrs + ADO (Student Services – Finance)

POSITION CLOSES: Friday 31st May 2013 – 5pm

Successful Applicants start: Monday 8th July 2013.

Obtain an application by emailing: vacancies@springfieldcentralshs.eq.edu.au

Return completed applications via email to: kchar20@eq.edu.au (please place in subject line: AAEP Vacancy application) or drop in at reception - Springfield Central SHS (Attention: Kathryn Charteris – Private and Confidential).

Please address the: “How you will be assessed” – minimum of 2 page written response addressing the key criteria and responsibilities listed in the role description (below). Also attach current resume and contact details for 2 referees.

Any further questions around requirements for these positions, please contact Kathryn Charteris – Business Services Manager on kchar20@eq.edu.au

Please Note: No applications will be accepted after Friday 31st May 2013 5pm.

(All prospective employees must make application for, and be able to obtain a suitability card from the Commission for Children and Young People)

Learning & Leading – Today & Tomorrow