



Executive Officer

Role:	Executive Officer
Employment Type	Full-time Fixed Term
Tenure:	Fixed Term Contract until 30 June 2024
Responsible to:	Director Vic/NSW
Location:	Shepparton
Enterprise Agreement:	<i>The Anglican Schools Commission Incorporated Victorian Agreement 2016</i>
Level:	General Employee Administration/Operations Staff Range 3 -1 to Range 4 – 6.

PROCESS FOR APPLICATION

Applicants for the position of Executive Officer must provide a current and up-to-date resume and a cover letter. The cover letter should detail specific skills and experience relevant to the role. Please include any Academic and professional qualifications that align to the position.

Please ensure your resume is up to date and includes current referee information. The ASC require at least three referees.

The successful applicant will require a current Working with Children Check (or the ability to obtain) and a National Police Certificate that is dated within the last 3 months.

Applications must be submitted by email to:

recruitment@allsaints.vic.edu.au

Applications close on Friday 2 December 2022 at 5pm (Eastern Standard Time)