



Selection Criteria for Administration Officer – Operations & Analytics

The purpose of this role is to provide administration support to the Director Operations & Analytics in relation to supervision processes, examination setups, data entry and system administration.

The successful applicant will demonstrate;

- a commitment to the ethos of a Catholic school;
- strong organisation and time-management skills with the ability to operate calmly under pressure, with proven ability to meet deadlines and manage multiple tasks simultaneously;
- a working knowledge of Financial Management Systems such as TASSweb or similar.
- the ability to think laterally and use initiative to implement procedural efficiencies.
- the ability to communicate effectively with a range of stakeholders and with tact and diplomacy, provide quality customer service.
- advanced document processing skills.