



# HOW TO APPLY

## ADMINISTRATION OFFICER - 0.2FTE (12 MONTHS FIXED TERM)

- A covering letter referencing the essential criteria addressed to the Principal, Ms Anita Da Silva
- A current resume including the contact details of professional referees
- A current copy of your Working with Children Card
- Applications to be emailed to [employment@stmarcellin.wa.edu.au](mailto:employment@stmarcellin.wa.edu.au)
- Applications close Friday 23 January @ 4pm
- Download Application Package