

COATESVILLE SCHOOL



Administration Office Manager: Position available for 2023

Application requirements:

- Read '[Job Description: Administration Office Manager](#)'
- Read '[Part 3B: Administration Support Staff Remuneration](#)' (MoE website)
- Complete '[Job Application Form: Administration Office Manager](#)'

Hours of Work

Monday to Friday during term time.

Term-time role - with corresponding holiday pay.

Prior to Term 1 some days are required in preparation. Extra hours are paid as required.

Grading & Pay Rate

The current job description places the role at Grade 4.

However, the skills and/or relevant experience of the successful applicant may allow for negotiation of grading and the subsequent pay rate.

Current indication for Grade 4 role: \$28-32 per hour

Timeline for appointment

Tuesday 22 November	Applications close (9am)
Thursday 24 November	Candidates advised of shortlisting
Monday 28 November - Wednesday 30 November	Interviews conducted Referees contacted
Friday 2 December	Successful candidate notified Unsuccessful candidates notified
Friday 27 or Tuesday 31 January 2023	Position commences

** If possible, we would like to negotiate some official onsite learning hours with Anna-Fay between Monday 5 - Thursday 15 December.*

Thank you – we look forward to receiving your application.
If you have any questions please ask.

Richard Johnson
Principal