

Expression of Interest – Administrative Officer Clontarf Beach State High School

- Clontarf Beach State High School.
- Administrative Officer
- 25 hours per week.
- Monday to Friday during school terms only.
- For further information please contact the office on 3480 4777 or email cfran271@eq.edu.au
- Closing date for applications is 10/08/2022.

APPLICATION PACKAGE

Clontarf State High School has a vacancy for Administrative Officer (A02) 25 hours per week.

The main responsibilities of the position are:

- Front counter and phone enquiries.
- Facility hire.
- OneSchool data entry.
- General Filing/Archiving.
- Other administrative tasks as directed.

Please ensure that you read the generic Role Description to see full duties of the role – [A02 Administrative Officer AAEP](#)

Your application should contain a **maximum 2 pages** including the following:

- Current resume.
- 2x referees with current contact details.



Making the Difference