

INFORMATION FOR APPLICANTS

First Aid & Administration Officer – Fixed Term

Start Date: 22 April 2025

End Date: 19 December 2025

Time Fraction: 1.0

Closing Date: 13 March 2025

Job number: 1467552

Instructions

Applicants are free to structure applications in any manner they choose; however, they must include the following:

- That you address the Selection Criteria and attach a brief work history, including the names and contact details (email address and phone number) of three professional referees.
- Applications must be lodged on [Recruitment Online](#) by the closing date.

Selection Criteria

SC1 Demonstrated capacity to perform duties consistent with established guidelines and frameworks, including coordinating and supporting others in respect to specific work functions relevant to the role.

SC2 Demonstrated capacity to communicate effectively, and collaborate with others in a team environment.

SC3 Demonstrated capacity to work with and support young people in a school environment.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management and other school staff in respect to the work area.

SC6 A commitment to professional learning and growth for both self and others.

Further Information

For more details regarding this position please contact Sharni Mullin, Assistant Business Manager on 9407 9709 or at sharni.mullin@education.vic.gov.au