



# Clinic Administration Assistant

Level 2 Administration Officer [\$55,000 - \$65,000 per annum]

8.00am to 4.00pm with some flexibility

Term times only

Commencing 24 July 2023 or sooner by negotiation

Macarthur is an independent Anglican co-educational Transition to Year 12 school with a strong academic and co-curricular focus catering for students of all ability levels. It is located in picturesque Cobbitty on over 85 magnificent acres, 50 minutes from the CBDs of Sydney and Wollongong. The School is highly regarded as an employer of choice and provides a supportive workplace that pursues excellence and innovation.

Due to the ongoing expansion of the School, the Headmaster is seeking to appoint an appropriately qualified and experienced Christian person to a new permanent position during term times only. The successful candidates will join the highly professional, dynamic and caring Clinic staff. A willingness to provide immediate basic first aid is essential and an ability to do other administrative roles across the school is a distinct advantage.

The staff of Macarthur are beneficiaries of well-resourced facilities, and a supportive Christian employment environment.

Candidates for this role will be required to demonstrate:

- Appropriate First Aid qualification or willingness to obtain one.
- An ability to exert calm authority in medical emergency situations.
- High level of interpersonal skills and the ability to work within a team and maintain strong relationships with staff, students, parents and visitors.
- An ability to accept and implement policy directives, yet show initiative when demanded.
- An ability to work and communicate clearly and calmly under pressure and possess strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines and complete tasks with a high level of attention to detail.
- Job flexibility and an ability to respond to the changing demands of the position.

Applications for this position are only accepted via the Non-Teaching Staff [Online Application Form](#). In addition, candidates are required to upload a cover letter, a Curriculum Vitae, a [100 Point Identity Check](#) and a recent photograph. The cover letter should be directed to the Headmaster, Dr David Nockles.

Further information on how to apply for this position, links to the online application form and document upload links are available by visiting the [employment page](#) of the School website.

**Applications close 5 June 2023**

The School holds the right to make appointments at any time.

Child protection legislation requires preferred applicants to have their WWCC number verified by the School.

