



Mount St Benedict College

Inspiring Young Women, Transforming the Future

A Year 7-12 Catholic Independent Girls College in the Good Samaritan tradition.

Applications are invited for the following part time positions from January 2017.

Reception Officer

Permanent Part Time

2 days per week - days yet to be confirmed

This role provides administrative support and delivers a friendly, efficient, confidential and professional service for the College front office.

Library Assistant

Permanent Part Time

2 days per week - Thursday & Friday

This role supports the Library Coordinator and the Librarian in the delivery of library services to students and teachers and supports the development and maintenance of the library's resources.

Co-Curricular Sports Administration Officer

Temporary for 2017 school year

Hours to be negotiated - some weekend & evening work required

This role organises, facilitates and supervises co-curricular sports teams and competitions as well as the College Inter-House Swimming and Athletics Carnivals.

If you would like to learn more about these opportunities go to the Current Vacancies page under Employment on our website www.msben.nsw.edu.au and please send your resume to recruitment@msben.nsw.edu.au

Applicants must be supportive of the Catholic ethos of the College.

Applications close Tuesday 22 November 2016. Child Protection legislation requires the preferred Applicant has a current Working With Children clearance