

BUNBURY CATHOLIC COLLEGE



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2026 Staffing Vacancy

Administration Assistant – Music Department

Bunbury Catholic College is a Year 7-12 College with a total enrolment of 960 students. Bunbury is a vibrant and growing city less than two hours from Perth that offers an amazing quality of life and is in close proximity to all of the South-West's best wine, food and beaches.

POSITION DETAILS

Bunbury Catholic College is seeking a dedicated and organised Administration Assistant to support the dynamic Music Department. This role is ideal for someone who thrives in a creative environment and enjoys working closely with staff, students, and tutors. The successful applicant will play a key part in coordinating the Instrumental Music Program, managing administrative tasks, and assisting with special events and performances throughout the school year.

POSITION:	Administration Assistant – Music Department
CONDITIONS:	Part-Time, Temporary 1 January to 31 December 2026 Handover and Training in December 2025 (Hours to be negotiated)
HOURS:	3 hours per day (Monday & Wednesday) Additional days during school holidays and end of Term. To be negotiated.
SALARY:	As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) for Administrative & Technical Officers and depending on qualifications and experience of the successful applicant. Level 1 to Level 3 - Dependant on qualifications and experience.

Qualifications Required

- Hold a current WA Department of Education Nationally Coordinated Criminal History Check (NCCHC) or a willingness to obtain.
- Hold a current Working with Children Card or a willingness to obtain.
- Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School'. Additional information can be found here: [CEWA Limited Accreditation Framework](#)

The Duty Statement and Selection Criteria can be found via the following links:

[Duty Statement](#)

[Selection Criteria](#)

How to Apply - Applicants should complete the 'Support Staff Positions' application form via the website: [Employment Opportunities – Bunbury Catholic College](#) and return it with a covering letter, CV and required attachments to:

The Principal - Confidential
Bunbury Catholic College
PO Box 414
Bunbury WA 6231

Email: human.resources@bccwa.wa.edu.au

Closing Date: Applications must be submitted before 3.00pm – Monday 3 November 2025