

BUNBURY CATHOLIC COLLEGE



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2025 Staffing Vacancy

Administration Assistant – Student Services

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 invites applications from enthusiastic and experienced professionals for the position of Administration Assistant – Student Services. The Administration Assistant - Student Services is an important point of contact for the school and contributes to the smooth operation of the reception area by providing essential services to the students, parents and staff.

POSITION:	Administration Assistant – Student Services
CONDITIONS:	Part-Time, Ongoing Commencing 24 November 2025
HOURS:	3 days per week 8.00am – 4.00pm 42 weeks per year
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

- Current First Aid Certificate (to be obtained if not held).
- 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