



OFFICE ADMINISTRATION POSITION

Monday to Friday, 8.30am - 4.30pm

Full time, 42 + 10 weeks. (This is predominantly a term-time role, but does include some specific weeks of work during the school holidays.)

The Melbourne Rudolf Steiner School, established in 1972 is a kindergarten to year 12 co-educational, non-denominational school located in the eastern suburbs at Warranwood.

We are seeking an energetic person with a willing and helpful manner to fill a diverse full-time Office Administration position.

This role requires exceptional organisational, written and verbal communication skills, as well as the ability to prioritise tasks and meet deadlines. A positive, calm energy and ability to work both independently and collaboratively as part of the Office Administration team in a very busy office environment is essential.

The key roles of this position are: MRSS music secretary, compliance tasks (school system management), policy and school document management and review, and other administration duties as required within the Office. The successful applicant will be performing a wide range of day to day administration tasks while interacting with students, parents, teachers, staff and visitors.

The successful applicant will need to comply with privacy laws and work with sensitivity and confidentiality. Experience with MS Office, MYOB, Engage (our school system), Operoo and IT skills will be a distinct advantage. A current Working with Children Check and the willingness to obtain First Aid qualifications are essential.

Only people with the right to work in Australia (appropriate Visas required) may apply for this position.

Applications should be sent with a current CV and cover letter, as well as the names and contact details of two referees by **Friday 14th March 2025**.

EMAIL: office@mrss.vic.edu.au

Melbourne Rudolf Steiner School (MRSS) is committed to the safety and well-being of all children and young people. This will be a primary focus of our care and decision-making. MRSS has zero tolerance for child abuse. MRSS is committed to providing a child-safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in MRSS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make.