

# ST LAWRENCE'S SCHOOL BLUFF POINT

*Love and Serve the Lord*



## Part Time Administration & Marketing Assistant 2026 (0.5 - 0.7 FTE Negotiable)

We are seeking a creative, organised, and proactive Administration & Marketing Assistant to join our school community in 2026.

This role combines general office administration with digital communication and marketing tasks, making it ideal for someone who enjoys variety and working in a vibrant school environment.

### Key Responsibilities:

- Provide general administrative support to the school office
- Assist with reception duties, including answering phones and greeting visitors
- Maintain accurate records and data entry
- Produce and distribute the school newsletter
- Manage and update the school website
- Create engaging content for the school's social media platforms
- Assist with accounts receivable and accounts payable
- Provide student services support, including attendance and enrolment processes
- Support staff with day-to-day operational tasks

### Essential Skills & Attributes:

- Strong communication and interpersonal skills
- Excellent organisational skills and attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Experience with **Canva** (graphic design for social media and newsletters)
- Familiarity with **Spark** or similar CMS for website updates
- Knowledge of **SEQTA** and **AoS (Administration of Schools)** or other school management systems (preferred)
- Marketing or communications experience (preferred)
- Ability to work independently and as part of a team
- A positive, professional attitude

### Requirements:

- Current Working with Children Check
- Nationally Coordinated Criminal History Check
- Previous experience in administration and/or marketing (school setting preferred but not essential)
- Willingness to obtain the necessary accreditation requirements

QUALITY EDUCATION  
*At an Affordable Price*

**Preferred Qualifications:**

- Certificate III or IV in Business Administration or equivalent
  - Qualifications in Marketing, Communications, or Digital Media
  - Experience in school administration systems and processes
  - Graphic design or content creation skills
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**Applications for this position close on Monday, 12 January 2026.**

Applicants must submit:

- A completed **Non-Teaching Application Form** (available at <https://www.stlps.wa.edu.au/school/our-school/employment-positions.aspx>)
- A **covering letter addressing the position's selection criteria**
- A **Curriculum Vitae**, including the names and contact details of **three referees** (one being your most recent supervisor)

Please address applications to **the Principal** and email them to:

 [employment@stlps.wa.edu.au](mailto:employment@stlps.wa.edu.au)