



# St Aloysius' College

47 Upper Pitt Street Milsons Point NSW 2061

*St Aloysius' College is an independent Catholic day school for boys conducted by the Jesuit Order since 1879.*

Applications are invited from suitably qualified and experienced persons for the following position:

## **DEVELOPMENT OFFICER** **(Full-time position)**

Information about the College, the position, and how to apply are available on our website: [www.stalloysius.nsw.edu.au](http://www.stalloysius.nsw.edu.au)

*A willingness and ability to work flexible hours to meet the variable work patterns of this position are essential.*

**Enquiries to:** Murray Happ, on 9936 5561.

**Closing date for applications:** Friday, 9 October 2009.

Please direct applications, addressing the selection criteria outlined in the Role Profile and providing a full Resume with the contact details of three professional referees (including current employer), to the Rector or email [helen.chan@stalloysius.nsw.edu.au](mailto:helen.chan@stalloysius.nsw.edu.au)

- 
- Note:**
- The College reserves the right to fill the position by invitation.
  - If you are currently employed in a school, you should include your Principal/Headmaster as a referee as he/she will be contacted as a matter of course.

### Skills testing

To be considered for employment in an administrative/support position with the College, it is a requirement that applicants have a sound level of competency in the use of word processor, spreadsheet, presentation (where applicable) and email software. A computer skills test will be organised for preferred applicants. The skills test covers Microsoft Office software, and a typing test.

### Background screening

Will include the following:

- It is an offence under the *Commission for Children and Young People Act 1998 (NSW)* for a person convicted of a serious sex offence to apply for the position. Preferred applicants will be subject to employment screening. This process is standard practice for the employment of all new staff at the College.
- To be considered for employment in a finance-related position with the College, it is a requirement that preferred applicants will be subject to the background screening checks the College conducts for such positions.