



# 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:

## **RECEPTIONIST (Full-time position)**

The following attributes are important for the position:

- Demonstrated sound level of competency in the use of technology, including word processing, spreadsheets, database management and intranet/presentation packages;
- Initiative (working with minimal supervision/guidance), adaptability and team work;
- Demonstrated application of a methodical approach to work, with a key focus on follow-through; and
- Organisation and time management.

**Enquiries to:** Sam Di Sano, Deputy College Principal, on 9922 1177.

**Closing date for applications:** Wednesday, 18 November 2009.

Applicants must complete the *Employment Application Form – General Staff* which may be accessed on our website: [www.staloyisus.nsw.edu.au](http://www.staloyisus.nsw.edu.au). Please direct applications to the Rector by mail or emailed to [helen.chan@staloyisus.nsw.edu.au](mailto:helen.chan@staloyisus.nsw.edu.au).

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- 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 the position it is a requirement that applicants have a sound level of competency in the use of technology, particularly word processor, spreadsheet, intranet/presentation and email software. A computer skills test will be organised for preferred applicants, and will include Microsoft Office software, and a typing test.

### Background screening

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.