

Mt St Michael's College is a medium sized Catholic school for young women in Ashgrove.

Applications are invited for the position of

**Teacher Aide - Art
Part time, Term time, Fixed Term Contract**

JOB SUMMARY

Fixed Term Contract position commencing immediately to 3 December 2021 - Part-time Term-time

THE OPPORTUNITY

Mt St Michael's College seeks applications for an 8 month (Term 2 - Term 4) **fixed term contract** opportunity to work in our Art Department to provide assistance and support to teachers and students in an administrative capacity.

The Teacher Aide – Art will primarily be responsible for routine maintenance and care of the art rooms and equipment and will assist with administrative tasks in the general smooth running of the Art Department. This is a non-teaching position.

This position operates Monday to Thursday, 8:00am to 3:15pm during the school term (approx 10 weeks per term).

This is a Level 2 position under the School Officers Classification in the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023.

This position is for an immediate start in May through to 3 December, 2021. Experience in a school environment would be advantageous.

SELECTION CRITERIA

Applicants are required to provide written responses to the Selection Criteria which are available on the College website: <http://www.msm.qld.edu.au/our-college/working-at-msm/>

THE BENEFITS

Joining Mt St Michael's College presents an exciting career opportunity to work in a welcoming and supportive team environment.

THE APPLICATION PROCESS

Applications must include the following documentation:

- A covering letter.
- A document containing written responses to the Selection Criteria.
- A Curriculum Vitae outlining relevant skills or experience or qualifications (if applicable), and the names and contact details of up to three professional referees.
- Applicants must hold a current Working with Children – 'Blue Card' ('P' class) from the QLD Department of Justice and Attorney-General.

APPLICATIONS CLOSE

Wednesday 5 May 2021 at 12:00pm

For further information see our website or please contact Ms Willie Coleman, Human Resources Officer on the information below.

Tel: (07) 3858 4949

Email: hrm@msm.qld.edu.au