WORK HEALTH & SAFETY CO-ORDINATOR

Position Type
Non-Teaching
Commence Date
27 Apr 2015
Employment Status
Permanent
FTE/Hours per week
Part Time
Subject(s)/Grade
4

Role Details

This position is for 21 hours per week, 42 weeks per year.

- The WHS Officer will have the knowledge, skills and demonstrated capacity for self-directed application
- A commitment to uphold and contribute to the ethos of Catholic schools and organisations and in particular the ethos of the school
- An understanding of the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school’s policies, guidelines and procedures
- High level of written and verbal communication skills and satisfactory training and computer skills
- An ability to plan, organise and work independently and possibly supervise personnel
- The capacity to work effectively as a member of a school team in a range of school activities
- An ability to work as a team member to achieve best practice and to work in a collegiate manner to improve practice WHS and designated areas
- Ability to maintain a high level of confidentiality
- Tertiary qualifications in WHS desirable or willingness to undertake tertiary qualifications in this field

For further details regarding this role, please access the Position Information Document (PID) on our website. See “About Our School” – Employment Opportunities.

The successful candidate will be expected to undergo our screening process.

View Privacy Statement

Catholic Education SA is committed to providing a child safe and child friendly environment. Catholic Education SA is an equal opportunity employer and encourages Aboriginal and Torres Strait Islander Peoples to apply.

How to Apply

Please provide 3 copies of application (hard copy only - no electronic or fax applications please), of no more than 6 pages, addressing the above criteria using the dot points provided, and including the names of three current referees to the contact below.

Direct Applications To
St Augustine's Parish School
Attention Of
Mrs Georgia Dennis
Phone 8182 7900
Address
25 Commercial Road
SALISBURY SA 5108
Close Date
4pm Tuesday 7 Apr 2015

It is required that an Application Declaration Form be completed and submitted with your application.