College Relief Coordinator - Casual

St Mary Star of the Sea College is a thriving Kindergarten to Year 12 composite single stream school.

We are seeking a highly competent, committed, and well organised person to join our team as a Relief Coordinator. This is a part time casual position, starting at 2 hours per day, (7-9am) during school terms.

The primary responsibility of this role is to coordinate and manage the allocation of relief staff, ensuring the College is adequately staffed during both planned and unforeseen staff absences.

We will be looking for someone who has the following;

- Demonstrated organisational and time management skills, with the ability to prioritise competing demands.
- Strong communication and interpersonal skills.
- Proven ability to work effectively under pressure and respond quickly to changing situations.
- High level administrative and computer skills
- Ability to maintain confidentiality and exercise discretion.
- Understanding of, and commitment to, the mission and ethos of Catholic education.

Qualifications Required (or be willing to obtain):

A current Working with Children Card
A Dept of Education, Nationally Coordinated Criminal History Check

Please send applications including cover letter, Curriculum Vitae and 3 contactable references to;
admin@smsc.wa.edu.au

Applications Close: Monday 8 June 2026