



ST PIUS X COLLEGE

CHATSWOOD

Administration Officer – Cocurricular and Performing Arts

St Pius X College, Chatswood is seeking to appoint a dedicated and innovative Administration Officer to provide administrative support to the Assistant Principal, Cocurricular and the Performing Arts Department and will work closely with the Senior Administration Officer (Cocurricular and Performing Arts). This is a 3 day per week, 6 month temporary part-time position with the possibility of permanency for 2027.

The successful applicant will:

- demonstrate excellent written and verbal communication skills
- Possess excellent IT skills (including Excel)
- Work collaboratively with the Senior Administration Officer along with the demands of the Assistant Principal, Cocurricular and the Performing Arts Department
- be able to work with colleagues to create a positive and collaborative working environment
- maintain confidentiality in discussions with staff, students and parents
- Have the ability to organise, multitask and prioritise.

To apply please complete the online application form and provide the following information by upload as soon as possible. Applications close on Friday 21 August 2026.

- Letter of application (addressed to Mr Michael Ronchetti, Principal)
- Curriculum Vitae
- The names and contact details of 3 Referees

https://spxchatswood.formstack.com/forms/administration_ict_finance_canteen_maintenance_and_grounds_staff_application

Please direct any enquiries to:

Mrs Ann Brady

PA to the Principal and Office Manager

T: (02) 9411 4733

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