

ADMINISTRATION ASSISTANT - PERFORMING ARTS

Our Lady of Mercy College, Heidelberg is a Catholic secondary school for girls and a Ministry of Mercy Education Ltd.

Applications are invited from highly organised and suitably experienced people for the position of Administration Assistant - Performing Arts.

The primary focus of the role is to support the College's performing arts curriculum and events. The role has particular responsibility for providing administrative assistance to the Instrumental Music Coordinator and Performing Arts Learning Leader.

The successful applicant will be highly motivated, have the capacity to work with limited supervision and be passionate about student learning within the performing arts.

Start date: 19 January 2026

Terms: permanent, approximately 0.58 FTE (M-F negotiable)

Salary and conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022, Category C Level 2 and are dependent upon qualifications and experience.

Applications close: 8am, 12 December 2025. We encourage submissions as soon as possible; applications will be reviewed as they are received, an appointment will be made as soon as practicable.

How to apply:

Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities> for the position description, application instructions and information about the College.

Applications should be addressed to Judith Weir, Principal and emailed with the following four attachments to applications@olmc.vic.edu.au:

- The OLMC Employment Application form
- A cover letter, addressed to Judith Weir, Principal
- A curriculum vitae
- A response to the Selection Criteria outlined in the Position Description

Applications submitted without the required documents will be ineligible for consideration.

All candidates must provide evidence of having the right to live and work in Australia. Applicants must hold or be willing to acquire a valid Working with Children Check and undergo a National Police Record Check. If shortlisted, two to three referees will be required, one being the current employer.

Our school community promotes the safety, wellbeing and inclusion of all students.

OLMC | Heidelberg. Our Lady of Mercy College

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