

HOUSE CO-ORDINATOR

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

OLMC is a dynamic learning community, focused on the pursuit of excellence and vested in the growth and development of every individual.

Applications are invited from dedicated, suitably qualified, dynamic, experienced people for the position of **House Coordinator**, years 10 -12. This is a POL 3 with a Humanities and RE teaching load.

The successful applicant will be highly motivated and will be passionate about student learning and wellbeing.

Start date: Term 3, possibly sooner

Terms: permanent, full time

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

Applications close: 8am, 18 May 2026. We invite interested candidates to submit their application as soon as possible as we will shortlist and interview high quality applications 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.

Please address applications to Judith Weir, Principal and email the below *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 have the right to live and work in Australia. Teachers must have current VIT registration and provide certified results transcripts. 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.

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