



POSITION VACANT

Perth Waldorf School

Invites applications for

SCHOOL DEVELOPMENT COORDINATOR

Where: The school is located in a bushland setting near Bibra wetlands in the southern suburbs of Perth, Australia (approx. 20 minutes from the CBD). Nearby is the popular and cosmopolitan town of Fremantle and the school is only 15 minutes from the coast. We provide a full Steiner curriculum from Playgroup to Class 12.

This role requires wise, efficient and high quality support to the School Administrator (Principal) and school for non -educational aspects of the school's operations primarily in the areas of Human Resource, Non-Government school regulation, Policy, School Office Management and Maintenance and Facility Coordination including building projects.

Critical to the success of the role is the individual's ability to work respectfully and sensitively with all staff members at PWS, parents and students; apply deep and thoughtful consideration to all tasks; and carry out the role in a friendly, professional manner remembering that the human connection with all staff is essential.

A full job description is available on the school's website.

All applications should include a cover letter addressing your suitability to the position and a current resume. Applications to be emailed to WCA at the email address below. Applications will be reviewed as received. For further enquiries, please contact:

WCA – People and Culture Solutions

08 9383 3293

admin@wcasolutions.com