We're Hiring! School Administration Officer

Corner Inlet College | Part-Time Position

Corner Inlet College is seeking an experienced, friendly and highly organised School Administration Officer to join our growing team.

This is a part-time position offering school and kinder-friendly hours, with opportunities for additional flexibility following an initial training period.

We're looking for someone who is hardworking, reliable and takes pride in their work. The successful applicant will be confident managing a range of administrative responsibilities, able to work independently and enjoy being part of a welcoming school community.

Key Responsibilities

- Managing school emails, correspondence and calendars.
- Processing and paying invoices, including financial reconciliations.
- Maintaining and reconciling wage spreadsheets and supporting payroll administration.
- Supporting school compliance and regulatory requirements.
- Assisting with the review and updating of school policies and procedures.
- Welcoming visitors to the College and managing visitor sign-in procedures.
- Communicating with parents, families and external providers as required.
- Providing general administrative support to ensure the smooth day-to-day running of the College.

About You

We're looking for someone who brings:

- Previous experience in school administration.
- An understanding of school compliance and regulatory requirements.
- Excellent organisational and time management skills.
- Strong attention to detail and the ability to manage competing priorities.
- Experience using school management systems, accounting software and spreadsheets.
- An understanding of payroll administration and financial record-keeping.
- A warm, friendly and professional approach to communication.
- A dedicated, hardworking attitude with the ability to work independently and take initiative.

- A commitment to confidentiality and professionalism when handling sensitive information.

Experience reviewing and updating school policies and procedures would be highly regarded, but is not essential.

What We Offer

- Part-time employment with school and kinder-friendly hours. We are happy to negotiate hours for the right candidate.
- Flexibility available following the initial training period.
- A friendly, supportive and welcoming school environment.
- A varied role combining independent administrative work with opportunities to connect with our school community.
- The opportunity to play an important role in a growing independent secondary college.

Why join Corner Inlet College?

Corner Inlet College is a secondary school located in Foster, South Gippsland. We are committed to providing a supportive and engaging education that helps students become confident, curious and capable young people.

Our College values positive relationships, inclusive practice, personal growth and strong connections with families and the wider community. As part of our close-knit team, staff have the opportunity to know their students, contribute ideas and play an active role in the life and direction of the College.

How to Apply

If you're an experienced administrator who enjoys variety, takes initiative and would love to contribute to a growing school community, we'd love to hear from you!

Please send your resume and a cover letter to Admin@cornerinletcollege.vic.edu.au

Applications close: November 2026