



EXPRESSION OF INTEREST - Part-Time Administration Officer

AO2 Qld Public Service Officers and Other Employees Award - State

SCHOOL	Cooktown P-12 State School
CONTACT	Jacinta McCosh, Business Manager E. bsm@cooktownss.eq.edu.au P. 40820222 or call into reception
FTE/HOURS REQUIRED	4 days a week, 7+ hours per day.
CLOSING DATE	3pm, 06 October, 2025
VACANCY STATUS	Casual and on call phone support
VACANCY COMMENCEMENT	Immediate start for term 4 2025. FTE/Hours to be reviewed for 2026

Cooktown is located in Far North Queensland, the gateway to Cape York, approximately 326 kilometres north of Cairns. Cooktown P-12 SS is part of a cluster of schools including Bloomfield River, Rossville, Lakeland and Laura State Schools that this role will be supporting. Cooktown P-12 State School was opened in 1875, with dedication to providing quality education in a remote location, a strong connection to culture, the environment and our history both past and present.

Your role

As a School Administrator, your role will include, but not limited to:

- Perform a variety of day to day administrative and support services that are routine in nature and directed by the Principal or the Business Manager.
- Undertake routine activities including reception (telephone and counter enquiries), arranging appointments, correspondence and general administration, maintaining school records, such as incident reports, student admissions, enrolments and departures, processing incoming and outgoing mail and email, input and export financial data to/from OneSchool, arrange and manage business support services and other school activities as required.
- Liaise and provide support to students and families at the school and liaise with the wider community.
- Assist with organising school maintenance and safety inspections as directed by the Principal or Business Manager; assist with the operation and control of the student resource scheme and arrange bookings for community use of school facilities; undertake stock-takes of school plant and equipment.

Please ensure that you read the generic Role Description to see full duties of the role.

[Administration Officer - 17/263368](#)

Be mindful this is not a full time role, but has a requirement for on call relief required to support absent staff.

Instructions for applicants:-

Attach a brief resume including contact details for 2 referees (They need to have an understanding of your relevant work history). Resume to focus on experience with delivering high output in a busy school work environment.

Attach a **maximum 2-page** response outlining your skills and abilities. Tell us why you are interested in this role and how you could support the cluster. This should not be a re-statement of your resume; tell us about yourself, highlighting your transferable skills and experience, including what you'll bring to the role and why you would like to work in our school and deliver the best support for high educational outcomes.

APPLICATIONS SHOULD BE SUBMITTED TO THE CONTACT LIST ABOVE BY 06/10/2025

Applicants must hold a current Working with Children Check clearance (blue card) issued by Blue Card Services (Qld), and complete a Criminal History Check prior to commencing the role. Information can be obtained from the school reception.