

## **Administration Trainee – 12 month traineeship**

The Ethnic Schools Association of SA Inc. (ESASA) is the umbrella body representing 94 ethnic school authorities that provide language and cultural programs in 45 languages to over 8,000 South Australian students.

ESASA is based at the School of Languages (255 Torrens Road, West Croydon) and delivers a range of key educational programs and administrative services to its member schools and government, enabling the ethnic schools sector to function as an integral part of the South Australian education landscape.

Working with and reporting directly to the Executive Officer, the **Administration Trainee** will provide a range of administrative and reception tasks while completing a **12-month** Traineeship and achieving a Certificate III in Business (BSB30120).

**This role is available to applicants who have completed a minimum Year 12 (SACE Stage 2).**

The role will be remunerated in accordance with the **Educational Services (Post-Secondary Education) Award 2020 - Traineeship Wages** and will be subject to a probationary employment period of up to 60 days.

The position is full time (38 hours per week) with normal hours spread evenly across Monday to Friday plus reasonable additional hours as required including occasional weekend and after-hours work.

Applicants who have attended an ethnic/community language school will be highly regarded.

**There is no formal closing date to submit applications for this role.**

**Short listing of applicants for interview will occur on an ongoing basis from 4:00pm (ACST) Tuesday 2<sup>nd</sup> March 2021 until the position is filled.**

**Applicants who are not short listed for interview will only be acknowledged when the position is filled.**

**All applications must be submitted through the Seek portal. Applications sent via other methods will not be considered as we see this as an important part of our candidate selection process.**

**To submit your application please Click on the “APPLY for this job” button.**

**Please attach your Resume together with a 1-2 page (maximum) application ensuring that you are addressing the *Person Specifications* criteria described in the *Position Description* - available on our website home page at [www.esasa.asn.au](http://www.esasa.asn.au)**

ESASA is an Equal Opportunity Employer.

For **further enquiries** regarding this role, please contact Darryl Buchanan, Executive Officer on telephone: 08 8301 4814 or email: [darryl.buchanan@sa.gov.au](mailto:darryl.buchanan@sa.gov.au)