



Collingwood Park State School

Burrell Street, Collingwood Park, Queensland 4301

P.O. Box 75, Redbank, Queensland 4301

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EXPRESSION OF INTEREST

Position:	Administration Officer
School Name:	Collingwood Park State School
Position Classification:	AO2
Fraction:	Every Tuesday, Thursday and Friday 8:30am-3:00pm
Job Duration:	Starting 31 August until 11 December 2026 (with possibility of extension).
Application closing date:	18 August 2026 3.00pm
Contact:	Desiree Sunley
Contact Details:	E: BSM@collingwoodparkss.eq.edu.au

About the School

Established in 1986, Collingwood Park State School is proud to offer a high-quality education for every child from Prep to Year 6 in a safe, inclusive, and disciplined environment.

Our curriculum is designed to challenge students to think critically, communicate effectively, be creative, reflect thoughtfully, and understand the world around them. We embrace the diversity of our student body and encourage students to become both independent and collaborative learners.

Strong partnerships with parents, carers, and our local community are central to our success. We collaborate with early childhood providers for a smooth transition into Prep and maintain strong ties with local high schools to support a seamless move to secondary education.

We are proud to be the hub of our community. Collingwood Park State School—a place where every child belongs and every child shines.

About the Role

As the AO2 Administrative Officer you will carry out a range of duties as directed, including but not limited to the following:

- Undertake routine activities including student attendance, telephone enquiries and liaising with parents/carers to verify student absences.
- Provide a range of financial administrative activities and operations including data entry and receipting.
- Administer first aid as required.
- Relief person for admin support staff during absences when required.
- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Suitability Assessment Criteria

The required skillset of the successful applicant is as follows:

- Ability to work independently, be self-motivated and proactive.
- Demonstrated ability to work collaboratively as part of a team and can build strong working relationships and rapport with a diverse range of people.
- Sound administrative and numerical skills with a high level of accuracy and attention to detail.
- Effective written and verbal communication skills.
- Has strong organisational and time management skills.
- Ability to manage competing priorities and work well under pressure while managing shifting priorities and interruptions in an office environment.
- Ability to think logically and solve problems.
- Proficiency in Microsoft Office applications and the capacity to learn departmental financial systems.
- Ability to follow established financial procedures and maintain confidential records.
- Previous experience in a school and experience using OneSchool would be highly regarded.

How to Apply

Applicants are required to submit:

- A brief resume, contact details for 2 referees (one of whom is your current supervisor)
- A 1-page response outlining why your achievements and capabilities meet the requirements.
- When working in regulated employment, you will be required to hold a current [Working with Children Blue Card](#) or be eligible to apply for one.

Please ensure that you read the generic Role Description to see full duties of the role – [17/263368](#).

Please direct all enquiries and applications to: Desiree Sunley, Business Manager

✉ BSM@collingwoodparkss.eq.edu.au

For further information about the position, please contact the school on (07) 3381 4333.