



## Administration Officer

4 days week 8.30-4.30  
Start April 2020

An amazing opportunity to work in a unique parent-run, innovative school in the rainforest. The importance of environmental sustainability, integration between family, community and school, is fundamental to our philosophy.

Applications are invited for suitably qualified administration officers. The admin officer works in a child safe environment together with all staff in our very busy little school.

The successful candidate will be self-motivated, have effective time management skills, excellent organisational skills and will have previous experience in working in a busy and diverse office and organisation.

Tunable Falls Community School  
Nimbin, NSW

Download an information package from our website  
[www.tunablefallsschool.nsw.edu.au](http://www.tunablefallsschool.nsw.edu.au) or email  
tuntableschool@gmail.com or call 02 6689 1423

**Applications close: 5 pm 21<sup>st</sup> March 2020**