

JUNIOR SCHOOL SECRETARY

Part-time

JOB OVERVIEW

The Junior School Secretary is responsible for managing all aspects of the Junior School's front office and reception to create a positive initial impression of the College and the Junior School. The role involves substantial interaction with staff, students, parents and the wider College community.

The primary areas of responsibility include, directing visitors, managing calls, managing general mail and electronic correspondence as well as providing support with Junior School publications and events.

Our ideal candidate is an experienced and professional receptionist with strong computer skills, an effective work ethic, team working skills and the ability to communicate with the diverse Scotch College community.

The successful candidate will need proof of, or be eligible to undertake, a Department of Education National Criminal Check/Police Clearance and a Working with Children Clearance.

Through the Staff Association, Scotch College staff have opportunities to socialise and interact with other staff and their families, making this an enjoyable team of which to be a part.

This is an ongoing part-time position during term –time with a view to commence late October 2014.

It is our preference that applications are submitted via the Employment page of the Scotch College website www.scotch.wa.edu.au/view/employment/ with the names and contact details of two professional referees. Alternatively applications may be submitted in writing, on A4 paper stapled in the left hand corner to the HR Officer, Scotch College, PO Box 223, Claremont WA 6910. No heavy or plastic folders please.

Closing Date: 4pm Wednesday 17th September 2014

Enquiries To: Mr John Stewart, Head of Junior School
Tel: 9383 6800 or Email: JBStewart@scotch.wa.edu.au