

# SCHOOL SECRETARY

**Part-time**

## **JOB OVERVIEW**

The position of School Secretary is based in the front office of the main administration building and is responsible for providing secretarial support to the senior school teachers and staff. In addition the school secretary supports reception and the administration of the outdoor education camps and expeditions.

This is a job share position commencing late February 2016. The successful candidate will be required to work 8am – 4pm three days per week during school term time.

Our ideal candidate will be professionally presented, have the ability to communicate with diverse members of the College community and have excellent Microsoft Office and written communication skills.

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

Scotch College is located in Swanbourne, one of the most sought after suburbs in Western Australia, and is a leading independent boys' school. It offers the International Baccalaureate Programme across Pre-Primary to Year 12 as well as the choice to study the Western Australian Certificate of Education in Years 11 and 12. The College works closely with our sister school, Presbyterian Ladies College. Scotch College prides itself on the breadth and depth of education provided to our students.

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It is our preference that applications are submitted via the Employment page of the Scotch College website [www.scotch.wa.edu.au/view/employment/](http://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: 9am Monday 25 November 2015

Enquiries regarding application process

Tanya Swinny

Human Resources Officer

Tel: 9383 6930 Email: [TMSwinny@scotch.wa.edu.au](mailto:TMSwinny@scotch.wa.edu.au)

Enquiries regarding expectations and conditions of the position

Mrs Bernadette Boisen

Personal Assistant to the Director of Finance and Corporate Services

Tel: 9383 6966 or Email: [BJBoisen@scotch.wa.edu.au](mailto:BJBoisen@scotch.wa.edu.au)