

# PERSONAL ASSISTANT TO THE DIRECTOR OF RESIDENTIAL LIFE

**Part-time**

## **JOB OVERVIEW**

The Personal Assistant to the Director of Residential Life provides personal, administrative and secretarial support to this executive member of the College. The role will become the first point of contact for the department and involves substantial interaction with staff, students, parents and the wider College community.

The primary areas of responsibility are managing the Director of Residential Life's workflow, correspondence and calendar, as well as providing administrative support to the College's Boarding Houses. Our ideal candidate is an experienced and professional personal assistant with strong skills across the Microsoft Suite, excellent time management skills, a strong work ethic, team working skills and the ability to communicate with the diverse Scotch College community.

The position is approximate 0.6 of a full-time load, 22.5 hours per week during term-time plus some preparation time during the term breaks. There is also the requirement for flexibility, as occasionally support will be required for meetings, events and functions outside of these hours.

The successful candidate will need proof of, or be eligible to undertake, a Department of Education National Criminal Check (Police Clearance), a Working with Children Clearance and an Australian Drivers Licence with an F Class Endorsement prior to commencing employment.

Scotch College is located in Swanbourne 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: 4pm Monday 15<sup>th</sup> February 2016

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

Marcus Wilkinson

Director of Residential Life

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