

ACADEMIC SERVICES OFFICER

Full-time | Fixed-Term

JOB OVERVIEW

Scotch College has the opportunity for a skilled and proactive administrator to join the Academic Services Office in the Senior School. The Academic Services Officer will be responsible for the administration and co-ordination of a range of tasks related to academic organisation and support within the College, communicating with a variety of stakeholders including students, parents and staff in regards to co-coordinating relief teachers, assisting with timetabling and reporting, issuing textbook lists and co-ordinating parent teacher meetings.

Our ideal candidate will have:

- A tertiary qualification in a relevant ILT or Administration discipline along with excellent ILT skills
- The ability to work confidentially and collaboratively with the Senior School leadership team and communicate effectively with staff, students and parents
- Excellent organisational skills and ability to forward plan
- Flexibility in regards to availability and working hours

This is a full-time, fixed term position for 12 months covering staff leave and will commence in mid-March 2017.

Scotch College is located in Swanbourne, Western Australia, and is a leading independent school for boys with a commitment to excellence in its academic programme. The College prides itself on the breadth and depth of education provided to our students from Kindergarten to Year 12, offering the International Baccalaureate, Primary Years Programme (PYP), the Middle Years Programme (MYP) and the IB Diploma in Years 11 and 12. We also offer the full range of WACE courses. The International Baccalaureate provides exciting and innovative opportunities for the teaching and learning programmes of the School.

The successful candidate will be required to provide a Department of Education National Police Clearance and a current Working with Children Clearance.

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 and one personal referee. 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 Thursday 23rd February 2017

Enquiries to:

Tanya Swinny, Human Resources Officer

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