

# ADMINISTRATION ASSISTANT - TEACHING & LEARNING

**Full-time**

## **JOB OVERVIEW**

Scotch College has the opportunity for an exceptional administrator to join the College and become a part of a highly efficient and focused teaching and learning team in a large and diverse independent school. This is a full-time position with a view to commence in mid-June.

The Administration Assistant will provide personal, administrative and secretarial support to the Teaching & Learning portfolio throughout the College from Kindergarten to Year 12. Reporting to the Director of Teaching & Learning, the role involves assisting the Director and Deans of Teaching & Learning in each sub school to deliver the academic program to the students of the College.

The successful candidate must be an effective communicator who is suitably qualified with relevant administration experience and the ability to learn new software and information systems. In addition our ideal candidate will have:

- Advanced knowledge of Mac and Office administration systems including Powerpoint and Keynote
- Strong organisational and administrative skills with a focus on attention to detail
- Ability to work collaboratively with various teams within the College
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia

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

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.

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We request 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.

Closing date: 4pm Thursday 1st June 2017

Enquiries regarding the application process to:

Tanya Swinny, Senior Human Resources Advisor

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

Enquiries regarding the expectations of the position:

Peter Allen, Director of Teaching & Learning

Tel: 9383 6800 Email: [Peter.Allen@scotch.wa.edu.au](mailto:Peter.Allen@scotch.wa.edu.au)