JOB OVERVIEW

The Administration Assistant is the first point of contact for students and parents in the Middle School, also providing administration support to the Middle School Leadership team and the Personal Assistant to the Head of Middle School. The role involves interaction with staff, students, parents and the wider College community.

With the ongoing growth of the Middle School the Administration Assistant is a newly created position based at the front desk of the Middle School. Responsibilities include, assisting students, parents and visitors, recording attendance, handling correspondence, liaising with suppliers and assisting with Middle School documents and publications.

Our ideal candidate will be friendly and professional with skills across the Microsoft Suite as well as a proactive attitude and a willingness to help others. Experience in a similar role is desirable.

The Administration Assistant will work approximately 30 hours over five days a week during the school term time. We have a view to commence the position in February 2014.

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 Common Room 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.

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 4th December 2013

Enquiries To: Mr Richard Ledger, Head of Middle School
Tel: 9383 6957 or Email: RALedger@scotch.wa.edu.au