

# ADMINISTRATION ASSISTANT TOURS, CAMPS AND EXCURSIONS

## Full-time JOB OVERVIEW

Scotch College has the opportunity for an exceptional administrator to become a part of an efficient and focused team in a large and diverse independent school. This is a full-time position working 44 weeks of the calendar year, plus 4 weeks annual leave, and will commence in late July.

The Administration Assistant is responsible for the administration, co-ordination and support of tours, camps and excursions undertaken by over 800 Senior School students.

This position is pivotal to ensuring that local, interstate and overseas excursions, camps and tours are organised in an efficient and effective manner to enhance a quality experience and safeguard compliance with relevant legislative, policy and College requirements.

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:

- Strong organisational and administrative skills with a focus on attention to detail
- Ability to communicate professionally and effectively
- Ability to work collaboratively with staff, students, parents and external stakeholders
- Excellent grammar and written communication skills
- Demonstrated ability to embrace Scotch College Values of Service, Integrity and Stewardship underpinned by the values of the Uniting Church in Australia
- Flexibility in regards to availability and working hours to meet unanticipated changing requirements and priorities
- Travel industry experience is desirable but not essential

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 Pre-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 through SEEK. Please provide names and contact details of two professional referees.

Closing date: 4pm, Friday 13 July 2018

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:  
Dean Shadgett, Head of Senior School  
Tel: 9383 6800 Email: [Heidi.Locke@scotch.wa.edu.au](mailto:Heidi.Locke@scotch.wa.edu.au)