

# RELIEF RECEPTIONIST AND ADMINISTRATION ASSISTANT

## Casual Relief

### JOB OVERVIEW

We are currently seeking candidates who are interested in being part of a casual pool for administration and reception work at the College. Individuals will need to be flexible and available to cover at short notice for staff illness (a few days) and with longer notice for leave requests (one to two weeks).

Our ideal candidates will:

- be professionally presented;
- have excellent organisational and administrative skills with a focus on attention to detail;
- have the ability to communicate and provide excellent customer service to students, staff, parents and members of the College community;
- have excellent MAC and Microsoft Office skills;
- good written communication skills; and
- have the ability to pick up tasks quickly and carry them through to completion.

Experience in a school environment is desirable but not essential.

The successful candidates will need proof of, or be eligible to undertake, a National Criminal Check/Police Clearance and a 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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Please provide names and contact details of two professional referees.

Enquiries regarding the position or application process to:

Amber Koenig, Human Resources Co-Ordinator

Tel: 9460 6653 Email: [Amber.Koenig@scotch.wa.edu.au](mailto:Amber.Koenig@scotch.wa.edu.au)