

ADMINISTRATION ASSISTANT – MUSIC & EVENTS

Full-time | Ongoing

JOB OVERVIEW

Scotch College has the opportunity for a professional and experienced administrator to become part of an efficient and focused team within the College's Music department. This is a full-time position, working 48 weeks of the calendar year. We require the successful candidate to commence as soon as possible. The role provides technical and administrative support to the Head of Performing Arts and Heads of Instruments to ensure the efficient day-to-day operations of a diverse and exciting Music department, as well as providing administrative support to the Venues and Events Co-ordinator.

The position reports to the Head of Performing Arts and provides support to music teachers, music tutors, parents and students. This support is across several areas including: timetabling lessons; collating timesheets; coordinating student accounts; managing enquiries; facilitating communication; assisting with orders and department budgeting; assisting in the booking, running and organisation of various performances and events.

Our ideal candidate is an experienced and professional administrator with strong skills across the Microsoft suite, excellent time management skills, a strong work ethic, team working skills, the ability to communicate with the diverse Scotch College community and importantly have a sound knowledge of, and passion for music. There is also the requirement for flexibility, as occasionally support will be required for meetings, events and functions outside of these hours.

Scotch College has a commitment to excellence in its academic programme. The School offers 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 Baccalaureate provides exciting and innovative opportunities for the teaching and learning programmes of the school.

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 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.

Scotch College takes child protection seriously. All candidates for roles at Scotch College are subject to screening and assessment against child safety standards as part of the recruitment process.

Applications are to be submitted via SEEK. Further information can be found on the Scotch College website: www.scotch.wa.edu.au/view/employment

Applications close 4.00pm, Tuesday 12 February 2019

Enquiries regarding application process

Tanya Swinny, Senior Human Resources Advisor

Tel: 9383 6930 Email: Tanya.Swinny@scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position

Mr Scott Loveday, Head of Performing Arts

Tel: 9383 6800 | Email: ScottLoveday@scotch.wa.edu.au