Administration Officer – Co-Curricular

JOB DESCRIPTION

SCOTCH COLLEGE

Reports to: Director of Co-Curricular

Department: Co-Curricular (K-12)

A&TO Level: 3

Position Summary

The Administration Officer – Co-Curricular is responsible for providing administration support to the Director of Co-Curricular and their portfolio, which encompasses Co-Curricular (K-12), Outdoor Learning & Adventure, Sports, Service, and Duke of Edinburgh.

Essential Criteria

Education and training

- Certificate IV in Business Administration (or equivalent) or relevant demonstrated experience in a similar role

Core competencies (knowledge, skills, and experience)

Technical

- Proficient in the use of MS Office 365 in an Apple environment, including Outlook, Word, Excel, Teams, One Drive, PowerPoint
- Ability to utilise the school database (Synergetic) and the school financial accounting database (ALII)
- An understanding of InDesign, the Adobe Suite and MS Publisher
- Excellent written communication, typing and attention to detail
- Ability to learn and adapt to new ILT systems and technology

Human relations

- Strong interpersonal skills and an excellent manner in dealing with all members of the College community
- Ability to work both autonomously and as a part of the College administration team
- Commitment to the maintenance of confidentiality and integrity at all times
- Demonstrates a professional attitude, professional presentation, and a friendly, calm manner
- Ability to work under pressure and to deadlines with occasional decision-making requirements
- Excellent organisation and time management skills
- Ability to prioritise, display initiative and be proactive under the direction of your line manager
- Punctual and is flexible with working times for functions, events, and training/professional development

Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Desirable Criteria

- Knowledge of Synergetic, Alii, and SEQTA database programs

Core Responsibilities and Tasks

Director of Co-Curricular Administration Support

- Assist the Director of Co-curricular with correspondence and coordinate meetings and appointments
- Prepare purchase orders, collate orders, invoicing, and reconciling accounts
- Administer the flow of documents, create, and maintain filing systems
- Assist with the coordination and preparation of travel arrangements
- Assist with coordination and preparation of co-curricular events and functions, such as catering, venue bookings, invitations, and guests
- Assist with the accurate planning and completion of the excursion and camp process
- Assist and support staff with the completion of documentation, including risk assessment and parent communication
- Provide administrative support to the college Colours Award Committee
- Collate camp/tours/excursion applications and liaise with key stakeholder staff
- Liaise with Scotch Finance to collate documentation and process Insurance Claims
- Maintain accurate Accounts Receivable records for particular programmes and follow up outstanding payments with Scotch parents
- Reconcile Co-Curricular accounts
- Process staff reimbursements

Outdoor Learning & Adventure Support

- Provide administrative support for the Outdoor Learning & Adventure department and archiving of relevant documents
- Processing of department credit cards and management of purchase order processing
- Preparation of budgets in conjunction with department staff and finance department
- Ensure Suppliers are paid in a timely fashion by entering purchase orders in Alii and following up with Scotch Accounts
- Book flights, accommodation, car hire or any third-party activity providers required for Outdoor Learning and Adventure or co-curricular camps, expeditions or programmes
- Ensure online medical forms are updated, collate medical forms, and prepare medical information packages for relevant school programmes
- Update database information
- Maintain the Moray Booking Calendar and liaise with Scotch Events to ensure Moray users have received from Scotch, and send to Scotch, all required information.
- Prepare communication for parents and students
- Attend meetings and take minutes

Programme Administration

- Manage the communications and administration for the Middle School Clubs Programme
- Provide administration support to the Director of Co-curricular with the administration of the Duke of Edinburgh Programme
- Provide administration support to the Director of Co-curricular to follow up, collate and record staff co-curricular hours
- Support the Head of Sport, Head of Rowing and Head of Swimming with sporting camp administration support and communications
- Provide admin support for Cadet camps
- Provide administration support for the Year 10 and Middle School Service Programme

General Administration

- Provide a polite, professional point of contact for staff, students, parents, and visitors
- Respond promptly to questions and requests, including via phone, letter, e-mail or in person, providing support and assistance as required
- Write and distribute emails, correspondence, forms and update the Scotch Calendar and App as appropriate
- Assist in the accurate preparation of written documentation including emails, correspondence, reports, and presentations, for final approval
- Plan, schedule, book and organise meetings/appointments to maximise productive use of time, including booking venues and greeting guests
- Make travel arrangements, such as booking flights, taxi/car hire and hotel reservations
- Develop/maintain an up-to-date filing system, utilising the appropriate database
- Assume Receptionist duties as needed

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 4/11/2026