Administration Officer – Co-Curricular

JOB OVERVIEW

The Position

Are you a highly organised administrator who enjoys variety, working with people and being at the centre of a busy and vibrant school community?

Scotch College is seeking an experienced Administration Officer to join our Co-Curricular department in a permanent, full-time position commencing in January 2027. Reporting to the Director of Co-Curricular, you will support a portfolio spanning Co-Curricular (K-12), Outdoor Learning & Adventure, Sport, Service and the Duke of Edinburgh's International Award.

About the Role

As our Administration Officer – Co-Curricular, you will be the organisational hub behind a wide range of programmes and events. Your work will include:

- Managing correspondence, meetings, appointments and travel for the Director of Co-Curricular
- Supporting camps, tours, excursions and events, including risk assessments and communications
- Processing purchase orders, invoices, credit cards, reimbursements and accounts receivable
- Supporting Outdoor Learning, Sport, Cadets, Service, Duke of Edinburgh and Middle School Clubs
- Maintaining records, databases and filing systems, including the Moray booking calendar
- Being a friendly, professional point of contact for staff, students, parents and visitors.

A full job description is available on our website: https://www.scotch.wa.edu.au/employment/working-at-scotch.

About You

We are looking for a friendly, proactive administrator who enjoys variety and takes pride in getting the details right. You will bring:

- A Certificate IV in Business Administration (or equivalent), or demonstrated experience in a similar role
- Proficiency in Microsoft 365, including Outlook, Word, Excel and Teams, ideally in an Apple environment
- Experience with databases and finance systems (knowledge of Synergetic, Alii and SEQTA is desirable)
- Excellent written communication skills and strong attention to detail
- Outstanding organisational and time-management skills, with the ability to prioritise and meet deadlines
- Strong interpersonal skills and a calm, friendly and professional manner
- A commitment to confidentiality, and the flexibility to support occasional functions and events.

We are looking for someone who will work in a way that reflects Scotch College's values of Service, Integrity and Stewardship

Why Join Scotch?

Along with joining a supportive College community, our staff enjoy:

- Up to six gifted leave days each year
- Morning tea and lunch provided during term time
- Free onsite parking and convenient access to Swanbourne train station
- Professional learning and development opportunities
- A supportive team environment with excellent resources.

Our employee value proposition reflects our commitment to staff through our strong sense of community, supportive culture, meaningful work and opportunities for growth.

About Scotch

Scotch College Western Australia is one of Australia's leading independent schools, with a 127-year-old history of academic excellence. Nestled in leafy Swanbourne on 22 spacious hectares, the College caters for 1600 students in Pre-Kindergarten to Year 12, including over 120 boarders from across the world.

We are an International Baccalaureate (IB) World School that offers a learning programme based on the Western Australian and Australian Curriculum and a choice in Years 11 & 12 of three pathways: WACE, VET or IB Diploma.

Scotch College weaves longstanding traditions and Christian values with contemporary education to foster global citizens. We are well-known for our incredible breadth of education and our supportive community.

We believe in lifelong learning and offer all staff boundless opportunities to build new skills and develop their career. Each day at work, you will access advanced technologies, work within state-of-the-art facilities, and collaborate with staff who are leaders in their areas of expertise.

Discover our abundant staff benefits at https://www.scotch.wa.edu.au/employment/working-at-scotch.

Application Information

We would love to hear from organised, people-focused administrators who are looking to be part of the Scotch community. Please apply via SEEK with your current resume and a cover letter of no more than one page, addressed to the Headmaster, telling us why you are interested in the role and what you would bring to it.

Scotch College is committed to providing a child-safe environment. The successful candidate will be required to provide evidence of a current Working with Children Check and National Police Clearance, and all candidates are subject to screening and assessment against the College's child safety standards as part of the recruitment process.

We know good candidates move quickly. Applications will be reviewed as they are received and we may commence interviews before the closing date. We therefore encourage you to apply early, as the advertisement may close early if a suitable candidate is identified.

Further information can be found on the Scotch College website: www.scotch.wa.edu.au/view/employment

Applications close: 9am, Thursday, 19 November 2026

Enquiries regarding application process
People & Culture Office
Tel: 9460 6947 Email: people@scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position
Richard Foster, Director of Co-Curricular
Tel: 9460 6916 Email: Richard.Foster@scotch.wa.edu.au