

Operations and Events – Administration Assistant

We are seeking an enthusiastic Administration Assistant to provide administrative and data entry support for school events and the daily operations of the school. The successful candidate will join our Operations and Events team and contribute to the smooth running of events (approx 1000 per year) and operations across our school. Liaising with a wide range of school stakeholders, including teaching staff, parent groups, clubs and auxiliaries, this role ensures that all bookings, events and operations requests are dealt with accurately, professionally and promptly.

Commencing immediately, this permanent position will work from 8.00am – 4.00pm, Monday to Friday.

The successful applicant will have:

- Outstanding customer service skills
- Proficiency in ICT, particularly MS Outlook
- Meticulous attention to detail
- Exceptional data entry skills
- Ability to manage multiple tasks in a busy working environment
- Excellent time management skills
- Ability to build good relationships with a range of stakeholder groups
- Experience in a similar role (desired)

Some of the many benefits of working at Scotch College are:

- Extensive resources and facilities
- Opportunities for ongoing professional and personal development
- Staff wellness activities including gym and swimming pool access, yoga sessions and interest groups
- Access to extensive Employee Assistance Program (EAP)
- Easy access via public transport and onsite parking
- Generous salary and benefits, including 6 weeks annual leave

Applications should be sent to the Director of People and Culture, via email employment@scotch.vic.edu.au, and include a cover letter, CV and the full contact details of at least 3 professional referees.

Support of the College's Christian heritage is an expectation of all staff.

Scotch College has been accredited as a Safe School by the Australian Childhood Foundation. All members of staff are required to provide referee, proof of identity and academic qualifications checks prior to employment.

Closing date: Friday 8 March 2024 (5pm)

**Scotch College reserves the right to interview and appoint prior to the closing date*

