



## Human Resources Administrator (contract)

One of Australia's leading independent schools for boys, Scotch College is renowned for its innovation in teaching and learning and its commitment to offering a broad education to develop each boy to his full potential.

We are seeking dynamic and detail-oriented HR Administrator to assist with the administration of a range of HR systems and functions. Working closely with a dedicated People and Culture team, the successful candidate will ensure that administrative processes are followed, employment contracts and HR records are set up, maintained and compliant, deadlines are met and staff are assisted with basic HR enquiries.

Commencing immediately and continuing for 6 months, this contract position will work from 8.00am – 4.00pm, Monday to Friday.

The successful candidate will be relied upon for their excellent administrative and planning skills, meticulous attention to detail and their commitment to achieving the best outcomes for the staff in our school.

The successful applicant will have:

- Exceptional ICT and MS Office skills
- Strong database skills (Synergetic beneficial)
- Excellent written and verbal communication skills
- Excellent planning and project management skills
- High attention to detail
- Ability work well as part of a team and autonomously, as required
- Ability to meet and manage deadlines
- HR/Recruitment experience (essential)

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

- Extensive resources and facilities
- Opportunities for ongoing professional and personal development
- Generous leave entitlements
- 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

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

**Closing date: Friday 26 April 2024 (5pm)**

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

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.

