



VCE Office – Senior Administration Assistant (part time)

We are seeking an enthusiastic and experienced Senior Administration Assistant for our VCE Office. The successful candidate will join our dedicated team to provide and co-ordinate a range of administrative activities to meet the needs of the VCE Office and the VCE Coordinator.

Commencing immediately, this permanent position will work from 8.00am – 4.00pm, 4 days per week.

The role requires the highest level of administrative support, organisational skill, attention to detail and confidentiality. The ability to work with a team to support the wide range of staff and boys who access the VCE Office is fundamental to success in the position.

The successful applicant will have:

- Strong interpersonal and relationship building skills
- Excellent verbal and written communication skills
- Ability to work collaboratively and with sensitivity to the needs of others
- Ability to supervise and develop relationships with a wide range of students
- Ability to work with teachers, staff, parents and students in a professional and highly confidential manner
- Strong Microsoft Office skills, especially Excel
- Meticulous attention to detail
- An understanding of and interest in education and student welfare
- Knowledge of VASS and experience in VCE administration (highly desirable)

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, 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.