Access and Physical Security Officer

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

We are seeking to appoint an Access and Physical Security Officer (APSO) to join the School's Property Department . The APSO plays a critical role in ensuring the safety and security of our school community. This role is responsible for ensuring all school security systems, including locks, keys, doors, access controls, CCTV systems and gates are operating and maintained to a high standard, and are compliant with all required safety standards. This role also extends to assisting with the maintenance of school buildings and facilities to a high standard, set up for school events and other maintenance duties as required.

This is a permanent, full time position, Monday-Friday 7.30am-3.30pm, with the opportunity for rostered overtime.

The successful applicant will have:

- Advanced computer skills to effectively operate the School's Electronic Access control System and the key management database (Siemens Technology SiPass Integrated V2.90)
- Experience in cyber/aperio locks
- Sound communication and customer service skills
- Proven ability to meet deadlines
- Ability to work as part of a team and as a leader for the Trade Assistants
- Ability to work rostered overtime after hours and on weekends and as required
- Occupational Health and Safety knowledge
- Current Victorian driver's license
- Current Level 2 First Aid

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 17 May 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.