



**ALL SAINTS'  
COLLEGE**



## **RELIEF ADMINISTRATOR (Permanent part-time position @ 0.7308 FTE)**

### **About us**

All Saints' College (ASC), one of Australia's leading independent, coeducational Anglican day-schools, is situated approximately 15 minutes south of the CBD on a beautifully landscaped 19 hectare property in Bull Creek. Surrounded by ovals, paths, lawns and gardens, the campus caters for approximately 1 350 students from Pre-Kindergarten through to Year 12. Facilities include a state of the art theatre, heated 25 metre indoor swimming pool on campus, a fully equipped gymnasium, rock climbing wall and an indoor sports centre. Our staff are welcome to use our facilities, enjoy the grounds or perhaps attend an evening show in our world-class theatre. In the mornings staff often drop by *Wanju*, our College café for a coffee and a chat with other members of our All Saints' community.

We understand that balancing work and family commitments can sometimes be challenging, and so we have implemented a number of strategies to support our staff as they manage their work / life balance. Staff with school-aged children are offered free before - and after-school care, and vacation care is provided during periods of school holidays, also free of charge, for the children of staff members who are required to work at these times. We also understand that members of our staff may need to attend to matters of a private nature, from time to time, so our 'Temporary Absence Policy' enables staff to be absent from the workplace for up to two hours (without any deductions from leave accruals) during the working day to attend to such matters. We offer a broad range of other benefits to attract and retain outstanding staff, including:

- Salary packaging
- Deferred salary scheme (work 4 years and take the 5th year as leave)
- Generous paid parental leave
- Generous long service leave entitlements
- Generous discount on school tuition fees
- Free onsite parking
- Discounted tickets for events held in the Centre for Performing Arts
- Discounted flu vaccinations
- An active Staff Association that provides regular social activities
- Notebook computers (and iPads, depending on your role) for relevant staff
- Access to high level professional development (PD), including attendance at interstate and international events
- Financial support to undertake academic studies

All our staff - teaching, administration and support staff - are committed to the welfare of our students, and to providing a warm, supportive, caring and challenging environment that encourages creative and critical thinking.

### **About the position**

Reporting to the Vice Principal, the Relief Administrator is responsible for managing the day-to-day relief requirements of the Senior School, which includes the recruitment and selection of relief staff, maintaining associated records, and ensuring prompt and accurate payments.

The working hours of this term-time position (no requirement to work during periods of school holidays) are from 7.00am to 2.00pm during weekdays, although the incumbent will receive out of hours notifications (for which an allowance is paid). The salary offered for this position is approximately \$54,199.00 per annum (inclusive of a \$9,000.00 allowance).

### **About you**

Available to commence Term 1, 2021, you are a skilled administrator, who is highly motivated, enthusiastic, and you have the ability to utilise appropriate relief software to ensure the efficient day-to-day management of staff absences.

You can also demonstrate:

- experience in providing a high standard of administrative support in a busy and varied office environment with minimal supervision, and as part of a team;
- an ability to prioritise and work to deadlines;
- well-developed written, verbal and interpersonal communication skills with an attention to detail; and
- a high level of proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.
- hold a current Working with Children Check and recent National Police Clearance Certificate (or have the ability to attain these clearances), and would readily support the College's Anglican ethos.

### **How to apply**

We invite applications from all administrators whether or not you have experience in an educational setting. Your application should consist of a one page covering letter, addressed to the Principal, explaining the attributes, skills and experience you would bring to the College, and why you wish to work at ASC. Please also attach a Curriculum Vitae containing your employment history and the contact details of two referees.

For further information and a copy of the duty statement, please visit the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

Applications are to be submitted via the SEEK website. Due to our recruitment processes we do not accept hard copy applications.

Should you have any queries, please do not hesitate to contact our Director of Personnel and Policy, Tony Bilson, on (08) 9313 9389.

**Applications close at 1.00pm on Tuesday, 24 November 2020.**