



**ALL SAINTS'
COLLEGE**



MUSIC ADMINISTRATOR

Permanent, Term time position

About you and the Role

Available to commence on Monday, 24 April 2023 (or shortly thereafter if a notice period is required), you seek a term-time position (although there is a requirement to work two weeks during school holidays) in a warm and friendly community environment. You are an experienced administrator, who is highly motivated and enthusiastic, and you have the ability to create a welcoming atmosphere for our staff, students and parents.

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 can attain these clearances) and would readily support the College's Anglican ethos.

The working hours are from 8.00am to 4.00pm, Monday to Friday, although attendance at out of hours events will be required on occasions.

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.

How to apply

Your application should consist of a one page covering letter, addressed to the Principal, explaining the attributes, skills and experience you would bring to our Music Department, 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 are not able to accept hard copy applications.

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

The application process

The advertisement will not be removed from SEEK until the College has identified the successful applicant. In this regard, applications will be assessed daily and interviews will be scheduled at the earliest opportunity.