



Administrative Assistant - Student Services

SECONDARY SCHOOL - CONTRACT, TERMS 2-4 2023

Prince Alfred College a leading independent day and boarding school for boys from ELC to Year 12 based in Adelaide, SA. Our mission is to develop young men of character and purpose, compassionate leaders who will make a positive contribution to the world around them. The College prides itself on having a significant history in providing an exceptional education, together with an innovative strategic plan to support ongoing future success.

The College is seeking to appoint an Administrative Assistant to oversee all Student Services in the Secondary School for terms 2-4 2023 inclusive. The role is full-time hours during school term time, with the contract date for completion being 15 December 2023.

The Administrative Assistant Student Services plays a critical role in the effective and efficient administration of all student movement, and operates in an environment of competing priorities and constant adjustment. The role is required to manage a diverse range of tasks inclusive of student absentees, student bulletins, administrative support for student records, and supporting teaching staff as required.

The successful applicant will demonstrate outstanding customer service and administrative skills, with a genuine capacity to build professional relationships with students and families in the Secondary School, as well as other key stakeholders.

The College is an inclusive community who model genuine respect, value inclusivity, and strive for excellence in all we do. There are many benefits to being employed at Prince Alfred College. We are committed to professional development, we understand the importance of wellbeing, offering varied programs for our staff, and we value the expertise of our staff.

Details about the position and how to apply can be found on our website www.pac.edu.au. Prince Alfred College is an Equal Employer. Please contact the Director of Human Resources, Elizabeth Tyson on 8334 1200 should you wish to discuss the role in more detail, or your own specific circumstances.

We would welcome your application, together with the names and contact details of three referees. Please address your application to Headmaster, Mr David Roberts and send via email by COB Thursday 30 March 2023 to: careers@pac.edu.au.

Please note the following:

- To be eligible to apply for the role you will need to have the rights to work in Australia (and the relevant VISA).
- A valid Working With Children Check will be a prerequisite for employment.
- The College reserves the right to commence the interview process prior to the formal closing date.