



Daily Organiser / Timetabler

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

We are seeking to appoint a suitably experienced and proactive Daily Organiser / Timetabler to join our Teaching and Learning Team.

Starting in early 2025, this full time, permanent position provides an opportunity for a talented and highly organised professional to ensure the smooth and efficient daily operations of the Senior School. The Daily Organiser / Timetabler will work closely with the Operations and Teaching and Learning teams to manage teaching staff absences, arrange and plan staff cover for school activities and events and construct, implement and maintain the school timetable.

The successful applicant will have:

- Proven capacity to construct complex timetables
- High-level IT skills, and advanced knowledge of Excel and timetabling software
- Highly developed administrative and problem-solving skills and the ability to manage multiple priorities
- Proven ability to develop and maintain effective workplace relationships with teachers, CRTs, support staff and other key stakeholders
- Strong project management skills and the ability to implement and monitor regular events and new initiatives
- Excellent verbal and written communication skills
- Exceptional attention to detail
- Well-developed organisational and time management skills, with a systematic approach to work
- Demonstrated capacity to maintain confidentiality
- Positive and encouraging attitude, with a focus on teamwork and collaboration
- Relevant qualifications and/or training in child safety and wellbeing

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 January 2025 (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.

