



**SCOTS PGC
COLLEGE**
Warwick, Queensland

authenticity

spirit

Administration Officer

Senior School

Information for Applicants

excellence

tenacity

respect



Application information – Administration Officer – Senior School

Closing date: Monday, 1 December 2025

To commence: January 2026

Full-time, term-time only role

SCOTS PGC College is seeking an organised, proactive and warm-natured administration professional to join our Senior School team. This is a central, high-impact role supporting students, families and staff, perfect for someone who loves a busy school environment and thrives on keeping things running smoothly behind the scenes.

About the Role

The Senior School Administration Officer provides day-to-day operational and administrative support to the Deputy Principal/Head of Senior School. From managing attendance and supporting student services to coordinating events and handling communications, you will be at the heart of the Senior School's daily rhythm.

You'll thrive in this role if you...

- Bring calm energy and professionalism to a fast-paced environment
- Are highly organised, efficient and naturally detail-focused
- Communicate with warmth, discretion and confidence
- Enjoy helping students and interacting with families
- Can juggle priorities without losing your cool
- Want to contribute to a caring, values-driven school community
- Demonstrate integrity and handle sensitive information responsibly
- Align with our values of Spirit, Tenacity, Authenticity, Excellence and Respect

Key Responsibilities

- Manage daily student attendance processes, communication and reporting
- Provide student services, including sign-in/out, documentation and first-line support
- Coordinate Senior School correspondence, scheduling and document preparation
- Support events, assemblies, camps and activities with logistics and communication
- Maintain accurate and compliant student records and administrative systems
- Provide professional, solution-focused service to students, parents and staff
- Assist the Head of Senior School with high-level administrative support
- Contribute to continuous improvement of processes and procedures

Skills & Experience

- Strong administration background; school experience highly regarded
- Excellent communication and interpersonal skills
- High accuracy in data entry, document management and reporting
- Confidence using Microsoft Office and school management systems (e.g. TASS)
- Proven ability to manage competing priorities calmly and effectively
- Experience supporting senior leaders or executive staff
- Event coordination experience desirable
- Current Blue Card (or eligibility to obtain) required

Why SCOTS PGC College?

This role places you right at the centre of a vibrant school community – supporting students, shaping positive experiences, and helping our Senior School run with care, order and purpose. You'll work with a supportive team that values professionalism, kindness and excellence.

How to apply

Applications should be submitted via email to employment@scotspgc.com.au.

Applications should include:

1. A letter of application addressed to the Head of People and Culture
2. A statement outlining your suitability for the role

3. Current resume outlining your career and education history
4. Contact details of at least two professional referees. At least one referee should be a recent line manager.

The College is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment and work health and safety principles.

Questions?

Enquiries can be directed to the Head of People and Culture on 07 4666 9811 or employment@scotspgc.com.au.