

SEYMOUR



COLLEGE

CRICOS No 00628G

## Boarding House Assistant

The Boarding House Administration Assistant is the first person who greets visitors when they walk into the Boarding House. Therefore, their ability to communicate a warm and professional demeanour is imperative. The Administration Assistant must be an exceptional operator, being able to manage a busy Boarding House office that sees over 100 boarders, including parents and staff who come and go each day. The Administration Assistant must work closely with the Director of Boarding, Boarding House staff, boarders, families, and key support/admin staff within the College.

The Administration Assistant will manage the Boarding House office and provide a confidential administration service to the Director of Boarding, ensuring efficient systems are established and maintained.

Current First Aid Certificate and Working With Children clearance (or the ability to obtain) are required for this position.

We invite you to visit our website at [www.seymour.sa.edu.au](http://www.seymour.sa.edu.au) for a position description and more information about Seymour College. Applications should address the position description criteria and be submitted, along with your CV, to the Director of Boarding, Hayley Hall, using the Apply link on our ad at [www.seek.com.au/39903211](http://www.seek.com.au/39903211).

**Applications will be accepted up to 3.00pm on Monday 16 September, 2019.**

The College reserves the right to begin interviews prior to the closing date.

All information provided by applicants will be subject to the Seymour College Privacy Policy which is available to view on the College website. Seymour College is an equal opportunity employer and embraces diversity in its community.

strength  
optimism  
justice  
**seymour.**