



## RADFORD COLLEGE

*Radford College is an Anglican co-educational day school, catering for students from Pre-Kindergarten to Year 12. The College is located in the Canberra suburb of Bruce.*

### **CASUAL ADMINISTRATIVE POSITIONS** **Fixed Term / Temporary / Full-time / Part-time**

#### **Essential Requirements**

Radford College Administrative staff are confident self-starters who enjoy building relationships with multiple stakeholders both inside and outside of the College. They possess excellent communication skills, use MS Office extensively, have a strong customer-service focus and can be relied upon to work autonomously.

#### **Candidates must:**

- Be technically competent and confident (intermediate to high proficiency) in the MS Office suite including Excel (entering and manipulating data, producing reports), Adobe (including Pro DC) and willing to learn school systems (for example Synergetic, Seqta and including Daily Organiser)
- Demonstrate a passion for collaborative working as a member of a high-functioning team, with the ability to adapt to changing priorities
- Be energetic, enthusiastic and demonstrate a willingness to grow through the sharing of best practice and professional experience
- Possess excellent communications skills both written and verbal, as well as excellent time management skills
- Commit to the safeguarding and promotion of student welfare
- Be reliable and punctual
- Support Radford's strategic priorities and goals
- Uphold Radford's Values of Truth, Compassion and Wisdom

#### **How to Apply**

If you would like to register your interest in working for Radford College on a casual basis, please submit your resume and qualifications (if applicable) to [recruitment@radford.act.edu.au](mailto:recruitment@radford.act.edu.au) for consideration. **Please note that this does not guarantee selection for work. We encourage you to monitor the [Current Vacancies](#) page on our Website for opportunities of interest.**

*Applicants will be subject to employment screening and will be required to provide a current ACT Working with Vulnerable People card prior to commencing employment.*