

Title	Personal Assistant to the Principal	Career Group	Administration
Classification Level	4.1 (15-17)	Immediate Responsible Officer	-
Sub-school/Location	Administration	Executive Leader	Principal - Strathalbyn

PURPOSE OF THE POSITION

The Personal Assistant to the Principal is accountable for the provision of a high-quality administrative service so that the Principal can effectively carry out their responsibilities in the management and leadership of the School.

ADDITIONAL REPORTING RELATIONSHIPS

The Personal Assistant to the Principal reports to the Deputy Principal in the absence of the Principal. The Personal Assistant to the Principal will also provide regular and ongoing administrative support to the Deputy Principal and Operations Manager.

SUMMARY OF WORK REQUIREMENTS

1. Provide a high-quality administrative service to the Principal and Principal's Office, including but not limited to:
 - a. Daily management of the Principal's diary of appointments and meetings;
 - b. Managing and delivering high quality written and verbal communication, of both formal and informal types, in various settings;
 - c. Receiving, vetting and placing telephone calls;
 - d. Overseeing the School's calendar of events and liaising with the Marketing Team, as needed;
 - e. Compiling the agenda, taking and disseminating meeting minutes for Executive Leadership, Senior Leadership Team, WHS Committee, Consultative Committee, and other meetings as requested by the Principal;
 - f. Collating and dissemination students' School Reports;
 - g. Managing travel arrangements for the Principal, including interstate conference attendance;
 - h. Maintaining and organising the Principal's paper records;
 - i. Composing and delivering written and electronic communications to staff, students and Strathalbyn community as directed by the Principal;
 - j. Administration of student identification and student exemptions; and
 - k. Other administrative duties, including assisting the Deputy Principal, the Operations Manager and other members of the Senior Leadership Team, as required.

2. Responsibility for overseeing and arranging the organisation of the annual Presentation Evenings, special events and other functions either hosted or held by the School, Christian Schools Australia or CSA member school meetings, by:
 - a. Liaising with politicians, their advisors and other special guests;
 - b. Coordinating staff and contractors to prepare for and provide resources and services for the event;
 - c. Preparing invitations and managing responses and attendance;

- d. Preparing and negotiating programmes and running sheets; and
 - e. Managing the operation of the event, including the care and hospitality of presenters, guests and attendees.
3. Contribute to a high-quality recruitment, screening and human resources service, by:
- a. Answering or arranging responses to applicant inquiries, and receiving and acknowledging applications;
 - b. Arranging interviews or other selection processes, and preparing letters to successful and unsuccessful applicants;
 - c. Disseminating and receiving employment and compliance documents to new and existing staff;
 - d. Maintaining employment records;
 - e. Submitting updated information to the Teachers Registration Board and following up all renewals of teacher registration with staff;
 - f. Providing induction for, maintaining administration of and coordinating the team of volunteers; and
 - g. Ensuring staff apply for and return to the School, in a timely manner, their Working with Children Checks via the Department of Human Services.
4. Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.
5. Where appropriate opportunities present, becoming involved in the life of the School, including attendance at staff meetings, and involvement in School events.

ESSENTIAL CRITERIA

Attributes that must be held in order to perform the job to a satisfactory standard.

Requirements and qualifications

- 1. Active personal belief in and commitment to the Christian faith and membership of a church community
- 2. First Aid (Basic Emergency Life Support) Training
- 3. Mandatory Notification Training (known as 'Responding to Risks of Harm, Abuse and Neglect – Education and Care')

Abilities, aptitudes and skills

- 1. Ability to form and grow positive working relationships with colleagues
- 2. Excellent written and verbal communication skills
- 3. Successful management of multiple priorities and competing deadlines
- 4. Discern and manage confidential information with probity
- 5. Excellent working knowledge of Microsoft 365 applications, including cloud-based storage, file management and collaboration tools
- 6. Apply policies and agreed practices to diverse and challenging situations
- 7. Apply an eye for professional presentation and communication that upholds and extends the high quality and reputation of the School
- 8. Evidence high levels of initiative
- 9. Be highly organised

Experience

1. Provision of secretarial support
2. Using a variety of office equipment

Knowledge

1. Familiarity with Synergetic (school management system) and other database systems
2. Operation of phone systems
3. An understanding of the operation of general office and communications equipment

DESIRABLE CRITERIA

Attributes which are not essential to job performance, but which enhance or extend performance.

Qualifications, education and professional memberships

Hold or be working towards a Certificate III/IV in Business Administration, a Diploma in Leadership & Management or similar qualification

Abilities, aptitudes and skills

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Experience

1. Administrative work supporting a General Manager, Principal or Chief Executive Officer
2. Recruitment and employment practices

Knowledge

1. National Police History Checks application processes
2. Teacher registration processes

AGREEMENT

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Executive Leader to support the School's compliance with its legislative obligations. The Executive Leader may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

EMPLOYEE
SIGNATURE:

Date:

PRINT NAME: