

Position Information Document

Executive Assistant to the Principal and Deputy Principal

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The Executive Assistant to the Principal and Deputy Principal will be required to exercise initiative, discretion and maintain confidentiality to the highest order. The Executive Assistant to the Principal and Deputy Principal will maintain close working relationships with the Principal, Deputy Principal, College Executive and Leadership Teams.

Broad Purpose

The primary function of the Executive Assistant to the Principal and Deputy Principal is to provide executive secretarial support service to the Principal and Deputy Principal of the College.

Qualifications and Experience

Essential qualifications and experience

- A broad range of executive assistant experience demonstrating competence in the self-directed application required to perform tasks involving independent use of a high degree of technical or applied theoretical knowledge, interpersonal skills and discretion;
- Advanced skills and knowledge of Google and Microsoft Office suites;
- Experience in planning, organisation and problem solving;
- Experience in working within time constraints and meeting deadlines;
- Experience in minute taking and in drafting and formatting of correspondence;
- Hold or have capacity to obtain appropriate Police/Child Protection clearances; and
- Ability to develop and undertake projects on behalf of the Principal.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Sensitivity to students of all learning capacity, cultural diversity, and additional needs; and
- Experience with SEQTA.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- Friendly, positive and supportive of others;
- Willingness to be flexible and adaptable;
- A commitment to maintaining confidentiality of personal records and information; and
- A willingness to support progress or change.

Key Areas of Work

The Executive Assistant to the Principal and Deputy Principal will:

Administration

- Ensure that the Principal's Office and Deputy Principal's Office is run in an efficient manner by appropriate, professional and timely handling of correspondence, filing and extraction of appropriate correspondence and files;
- Exercise judgement and tact in liaising with members of the community, and showing initiative and judgement in resolving complex matters;
- Supporting all document production by collating information, drafting, proofreading and formatting documents and reports as required;
- Photocopying and distribution of minutes and reports from various committees and working parties;
- Prepare and distribute all associated papers prior to and after meetings;
- Support the Principal's and Deputy Principal's membership of committees, including but not limited to College Council and School Executive;
- Exercise discretion as to the urgency and importance of communications and meeting requests and prioritising and drafting responses as needed to ensure the Principal and Deputy Principal's time is well used;
- Receive and make phone calls for the Principal and Deputy Principal, assess priority, provide professional and effective responses, record and/or relay information for the Principal and Deputy Principal and provide files and resources to support the Principal and Deputy Principal in their response;
- Liaise with and organise appointments for current and prospective staff, current and prospective parents and families, students, and external agencies and representatives;
- Accept responsibility for organising functions, events and celebrations sponsored by the Principal and Deputy Principal;
- Ensure collaboration and information sharing with all relevant parties to ensure the timely and effective execution of the role; and
- Undertake projects as directed by the Principal and Deputy Principal.

Accountability

- Complete administrative and secretarial work to within timeframes and deadline specifications;
- Complete duties to meet appropriate standards;
- Ensure College administrative and accounting procedures are followed;
- Effective consultation within and across work teams;
- Care and protection for College resources, assets and property as required; and
- Use higher level conflict resolution and mediation skills to provide assurance and support to parents and families, staff and members of public.

Human Relations

- Excellent secretarial skills, including grammar, spelling, and attention to detail;
- Respect for confidentiality, such as in dealings with financial reports, minutes, email and written correspondence and stakeholder communication;
- Excellent communication skills and ability to communicate effectively with staff, students, families and other stakeholders of the College; and
- Proficient organisational, prioritisation and time management skills.

Judgement and Problem Solving

- Ability to exercise judgement and initiative to resolve complex issues encountered;
- Ability to exercise tact and judgement in liaising with customers and stakeholders; and
- Ability to be flexible and respond to needs and requirements as they occur and change.

General

- Attend staff meetings, events and functions, and relevant information sessions as required; and
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal or Deputy Principal.

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- current police clearance – with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;

- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College’s Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Classification:	By negotiation according to experience and qualifications
Prime location:	Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required

Reporting/working relationship

Immediately responsible to:	Principal and Deputy Principal
Line management from:	Principal

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.