General Staff

Position Description

**POSITION TITLE: Academic Executive Assistant**

**PREPARED: March 2017**

**REPORTS TO: Academic Executive**

**Prepared by: Head of Human Resources**

Due to internal administrative changes, a vacancy has arisen at St Leonard’s College for a dynamic and experienced administrator to join our professional and highly motivated administrative team in the role of Academic Executive Assistant.

**Applications should be submitted by Monday 27 March 2017.**

Position purpose

As a member of the College’s administrative support team, the primary functions of this position are to provide key administrative support to the Academic Executive team.

An important aspect of this position is to be available and be of assistance in relation to external and staff queries and the directing of these queries to the relevant Academic Executive member. This requires a thorough knowledge of the operation of the College’s curriculum, Strategic Plan and Academic Goals. A high level of understanding of the whole College is required due to the nature of the position’s work.

The position interacts regularly with Heads of School, VCE and IB Coordinators, Heads of Year, Heads of House, Heads of Learning and staff members.

The position provides high level administrative support to the Academic Executive. The position deals with very sensitive information during periods of high pressure and is required to apply utmost discretion.

This role may require flexibility in working hours, especially during scheduled Academic Directorate meetings.

**Position Status**

This is a permanent position 8:30am to 4:30pm, five days per week in staff term time. This equates to approximately 39 weeks per year. There will need to be flexibility to work additional hours on specified dates. The position is full time during published staff term dates and annual leave is included and is required to be taken within the College term breaks.

In addition the person will be required three days prior to staff return date at the beginning of the academic year plus five days after the final staff term time date. These extra days will be paid by submission of time sheets.

**Reporting relationships**

While all staff are ultimately responsible to the Principal, in the first instance the incumbent will report to the College’s Academic Executive and functionally to the Head of Human Resources.

The Academic Executive Assistant operates in a collegiate manner. As a member of a team; flexibility, empathy for co-workers, student and parents is of paramount importance.

##### Duties & essential job functions

**Management of the Academic Executive Office**

* Maintain electronic diary for Academic Executive entering calendar events, subject classes, organising appointments etc.;
* Collection and distribution of external and internal mail;
* Organise photocopying and distribution, where necessary, of documentation pertaining to the Academic Executive or Academic Directorate team;
* Maintain filing system;
* Organise College Conferences and in-house professional learning events;
* Prepare function forms and submit in a timely manner;
* Preparation of reports and presentations for Academic Executive members;
* Coordination of tri-annual Head of Learning Review meetings;
* Agenda and Minutes for Academic Directorate meetings;
* Organisation of staff observational schedules as part of our ongoing professional learning program;
* Document search support;
* Educational research;
* Calendar management in conjunction with PA to Deputy Principal to avoid event clashes;
* To be supportive of the St Leonard's College Mission Statement and to enhance the College reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

##### OTHER FUNCTIONS AND RESPONSIBILITIES

The incumbent may be called upon to assist with a range of general office functions from time to time and any other tasks deemed appropriate to the role. This includes working closely with all academic and pastoral administrators. All staff are expected to respond to parent, staff and student enquiries whether specific or general in nature in a timely, polite and efficient manner.

**COMPETENCIES**

*REQUIRED*

* Supportive of the independent school education system;
* Excellent email and advanced Microsoft Office suite skills;
* Able to manage with little direction and guidance;
* Proven integrity and reliability;
* Very strong interpersonal and communication skills;
* Excellent time management and organisational skills;
* Ability to prioritise work;
* Uses initiative;
* Is accountable;
* Is flexible and adaptable;
* Is able to work effectively and efficiently under pressure;
* Ability to work well as a member of a team;
* Competence in the use of information technology;
* Neat grooming and a professional presentation, both in terms of dress, language and behaviour.

*PREFERRED*

* Diploma or Certificate IV in Business Administration
* Desktop publishing.
* Broad understanding of curriculum and its components.
* Had experience in, and understanding of, the broader range of office duties.
* Worked with Synergetic database.
* Confidence in data analysis and reporting.

**GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard’s College Mission Statement and to enhance the school’s reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and an Employee Working with Children check before their position will be confirmed.

The College:

* + is an equal opportunity employer;
  + complies with the requirements of the Privacy Act;
  + has a strong commitment to OH&S;
  + will not tolerate harassment of any kind.
* Communication – effective, helpful and positive.
* Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
* Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
* Accountability – we do our work with honesty, integrity and enthusiasm.
* Performance – we perform to the best of our ability.
* Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

**OTHER SKILLS AND ATTRIBUTES**

Discretion and confidentiality are essential

Initiative and confidence to make contributions/suggestions

Time management skills - able to work to deadlines

Overall good interpersonal skills when working in a team environment

**CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

St Leonard’s College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College’s Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.