



POSITION TITLE:	Executive Assistant to the Principal
DATED:	October 2017
REPORTS TO:	Principal
Prepared by:	Head of Human Resources

POSITION PURPOSE

The primary purpose of the position of Executive Assistant to the Principal is to provide a high level of professional, practical and timely support to the Principal in their day to day responsibilities.

The Executive Assistant performs a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of the Principal's office.

The Executive Assistant will be proactive and work independently while understanding the needs and characteristics of people with whom they work. They will frequently be acting for and on behalf of the Principal hence a high degree of confidentiality, diplomacy and tactfulness is required at all times.

This position description is a guide only and not an exhaustive list of duties. It is subject to review and modifications by the Principal in response to the changing needs of the College.

POSITION STATUS

Permanent full time, four weeks annual leave plus College deemed shut down days, usually four per year.

Due to the nature of the position after hours work may be required.

The position of Executive Assistant supports a variety of relationships with other leaders and managers; with teaching and general staff; with parents; and with the College Council. In particular, the position works very closely with the Deputy Principal's Assistant, Deputy Principal and Finance manager, members of the Executive team, Heads of Learning and College Council.

ESSENTIAL SKILLS

- Must display professional and effective communication and liaison skills with both internal staff and external stakeholders at all levels.
- Attention to detail, maintaining a flexible and resourceful approach to effectively multi-tasking and managing workload and workflow.
- Anticipates needs with regard to meeting papers and preparation of agendas and papers for regular Management meetings.
- Ability to prioritise workloads and work calmly under pressure.
- Capability in the writing, editing and drafting of documents.
- A capacity to research and analyse.

DUTIES and JOB FUNCTIONS

Function	Measure/s of success
Set up and manage the Principal's diary – scheduling all appointments, meetings, conferences.	Efficient management of diary ensuring minimal conflicts. Awareness of demands beyond the meetings and planning of sufficient time to allow the Principal to respond to matters arising.
Manage the Principal's email	Appropriate monitoring and coding of emails, including watchful prioritising.
Secretary to Foundation – prepare agenda and minutes for Chair of Foundation.	Accurate and timely completion.
Dictation: type letters, responses, articles as dictated by the Principal.	All dictation completed, proof read and dispatched as soon as practicable, in line with Principal's diary commitments.
Handle all incoming telephone calls . Screen – clarify situation – use judgment in managing the call.	Gathering of any background information required allows the Principal to expeditiously deal with situations.
Mail: Collect – open – delegate who the mail will be referred/deferred to. This also applies to the Principal's generic email. Draft responses as appropriate.	Referral saves Principal time and delivers to the most appropriate person to deal with it. Mail dealt with in the Principal's office has a 24 hour turnaround for response.
Maintain the filing system	Information/files are kept up to date and are quickly located when needed.
Word processing: <ul style="list-style-type: none"> • type letters and other communications as required and/or directed by the Principal. • Compile and edit Principal's monthly report to Council 	All dictation completed, proof read and dispatched on same day. <ul style="list-style-type: none"> • Accuracy/error free • Timeliness • Files are easily retrieved – efficient filing systems in place.
Prepare agenda and minutes for Committees: <ul style="list-style-type: none"> • Executive • Council – in consultation with the Finance Manager 	Ongoing issues are tracked. Minutes are prepared and distributed by end of each week so that members can attend to items for which they are responsible for prior to the next meeting.
Coordinate effective meetings by organising and collating meeting agendas, providing confidential minute taking (when requested) and distribution and coordinating follow up actions. This includes room bookings and equipment set up such as teleconferencing, data projector, flip boards and refreshments.	Accurate and timely completion Attendance at requested meetings.
PowerPoint – Preparation of slides for PowerPoint presentations for the Principal. Including complex tasks such as <ul style="list-style-type: none"> • embedding images and sound • development of models 	Quality presentations

Function	Measure/s of success
Excel – Creation and manipulation of spreadsheets as required.	Accuracy of data and appropriate use of formulas for manipulations.
Collating information from College events to form basics of reports and articles. This includes drafting ideas into a potential format for Principal newsletters and the like.	Accurate and timely completion
Manage, organise and update relevant data using Synergetic database system	Accuracy
Gather information, collate and prepare the Principal's monthly report to Council .	The report is always prepared on time to enable the Council papers to be distributed by the deadline each month.
Independently compose or draft general correspondence (including email) – some of which is highly sensitive and confidential.	Takes initiative in drafting responses for routine matters, saving the Principal time when addressing routine issues. Templates for frequent responses established.
Preparation of reports for external bodies e.g. Uniting Church Synod, ISV.	Keeps other regulatory bodies up to date.
Routinely deal with concerns of staff and use judgment to direct or determine those that require priority attention.	Keeps communication channels open with Principal when necessary and keeps Principal informed of any staff issues he should be aware of.
Liaise with Heads of Learning and Heads of Section on various issues and projects that arise each year e.g. funding, Invergowrie, prizes, certificates.	Communication with relevant parties ensures submissions are received on time and results communicated.

PERSONAL SPECIFICATION

Essential Criteria (skills, qualifications, knowledge and experience)

- Proven work experience as an executive assistant;
- Excellent MS Office knowledge and English proficiency;
- Acquainted with office management systems and procedures;
- Strong verbal and written communication skills;
- Strong relationship building skills;
- Judgement/problem solving skills;
- Collaborative team member;
- Discretion and confidentiality;
- Exceptional customer service.

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 Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) 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.
- College Standards - all staff are expected to actively support the following standards;
 - 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.

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.