



**POSITION TITLE:** Personal Assistant to the Deputy Principal

**DATED:** April 2019

**REPORTS TO:** Deputy Principal

**Prepared by:** Head of Human Resources

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### POSITION PURPOSE

The primary function of the position is to provide assistance, secretarial and administrative, to the Deputy Principal in the first instance, assisting the Deputy Principal with the efficient and systematic running of the College.

This position requires a very high level of confidentiality and attention to detail, the ability to recognise and work to deadlines and the capability to work with limited supervision.

Other duties include assisting the Principal and the Principal's Executive Assistant as required.

### POSITION STATUS

Permanent full time, four weeks annual leave plus College deemed shut down days, usually four per year; 8.00am – 4.30pm.

Due to the nature of the position it is expected that annual leave will be taken during school holiday periods.

### REPORTING RELATIONSHIP

While all staff are ultimately responsible to the Principal, in the first instance the incumbent reports to the Deputy Principal.

### DUTIES AND ESSENTIAL JOB FUNCTIONS

- Answering, screening/handling and monitoring telephone calls for the Deputy Principal's office
- Maintaining Deputy Principal's diary
- Processing mail and correspondence
- Manage and maintain the College Calendar in all its formats
  - Website
  - STLLink
  - DiaryApp
- Term Dates prepared in advance and sent to Executive for ratification prior to publishing on STL Link and the College web site
- Compiling staff Long Service Leave letters during term 2
- Preparing lists of staff requesting LSL by term for Deputy Principal for presentation at Executive

- Event Management - In consultation with the Deputy Principal; coordinate bookings and organisation of all College functions ensuring that adequate notice is given for events and that clashes and undue demands on students, staff and parents are avoided including:
  - Incorporation of functions into the College Calendar
  - Booking of venues
  - Administration and follow up as appropriate of bookings and approvals
  - Liaison with appropriate departments to ensure the success of the event
  - Preparing letters/invites for parents/special guests/students attending the awards assemblies and/or morning teas
  - Preparing Function forms for each event/venue bookings
  - Preparing information for programs for College functions as required, eg Induction Assembly, Annual Church Service and Speech Night
  - Assisting with functions (greetings/directions/morning tea) on the day
  - Organisation of Combined Assemblies
  - House Music Administration - Organise seating and ticketing for House Music; handling any ticketing enquiries from Staff / Parents or students
  - Organisation of the Annual Church Service and preparation of the program in conjunction with the Marketing Department.
- Preparation of agendas/minutes for various committees as chaired by the Deputy Principal.
- Liaising with the school's photographer (arranging photo sessions, tracking deliveries and distribution of photos/ID cards, etc.)
- Organisation of staff and student badges
- In conjunction with section heads and diary supplier coordinate student diary composition for the College (Junior School, Years 5/6, Middle and Senior Schools)
- Arranging interviews, letters of appointment and staff appointment notices when required
- Emergency Management – Area warden and updating of evacuation boxes.
- Any other duties as required.

## **ESSENTIAL SKILLS**

- Proficient (advanced) use of the Microsoft suite of products
- Experience and proficiency in using mail merge, sorting, tables etc. is essential
- Advanced experience with use of Outlook calendar management
- Sound organisational and time management skills
- Work calmly under pressure
- Capability in the writing, editing and drafting of documents
- Strong interpersonal skills, initiative and discretion
- Ability to prioritise work and work to a tight timeline with attention to detail
- Good communication skills – both oral and written
- Ability to effectively communicate with members of the College community and the general public

## **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 PROTECTION AND SAFETY 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 Protection Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Protection and Safety Policy 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.