



St Leonard's College

An education for life.

General Staff

Position Description

Position Title:	Academic Executive Assistant
Prepared:	January 2022
Reports To:	Director of Academic Development
Prepared by:	Head of Human Resources

Position Purpose

As a member of the College's administrative support team, the primary function of this position is 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 Learning and staff members.

The position deals with very sensitive information during periods of high pressure and is required to apply utmost discretion.

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, especially during scheduled Academic Directorate meetings. Annual leave is included and is required to be taken within the College term breaks.

In addition, the person will be required four days prior to staff return date at the beginning of the academic year plus three 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 Director of Academic Development and functionally to the Head of Human Resources.

Duties and Essential Job Functions

Management of the Academic Executive Office

- Provide general administrative and Executive Assistant support to members of the Academic Executive
- Maintain electronic diary for Academic Executive members entering calendar events, subject classes, organising appointments/ interviews etc.
- Collection and distribution of external and internal mail, including emails

- 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
- Organise interview times for Academic Executive and communicating with candidates when required
- Provide administrative support as directed for those who have portfolios under the umbrella of academic leadership
- Liaise with Catering and Facilities staff to oversee set-up for events
- Liaise with Reception to make arrangements for visitors, interview, mail and deliveries
- Preparation of reports and presentations for Academic Executive members
- Coordination of tri-annual Head of Learning Review meetings
- Agenda, Minutes and catering for Academic Directorate meetings
- Agenda and Minutes for fortnightly Academic Executive meetings
- Administration of Student Voice Surveys, including data collation and report production
- Document search support
- Educational research
- General Administrative tasks
- Provide administrative support for the organisation of Academic Awards (including book prizes) at Speech Night, MS Celebration Evening, Year 5/6 Finale Night and Scholars Assembly
- Provide administrative support for Year 11 Booth Night and subject information nights
- 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

Any other duties as deemed appropriate.

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.

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.

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.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

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

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 870.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 870, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)

- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

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.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

It is a condition of employment that all employees are compliant with COVID-19 Mandatory Vaccination (Specified Facilities) Directions and any subsequent vaccination directions.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to Health, Safety and Wellbeing;
 - 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.