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Position Title:	Executive Assistant to the Deputy Principal
Prepared:	July 2022
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 high level administrative support to the Deputy Principal to enable efficient and systematic running of the College's operational plan.

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

Full time parental leave replacement for a minimum of three years.

Hours 7.45am – 4.15pm.

The role includes four weeks annual leave plus College deemed shut down days, usually four per year.

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.
- 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.
- In consultation with the Deputy Principal, prepare termly staff car parking allocation across the College.

- 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, e.g. Induction Assembly, Annual Church Service and Speech Night
  - Assisting with functions (greetings/directions/morning tea) on the day
  - 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.
- Allocation of Pigeonholes in the Harefield Common Room
- Any other duties as required.

### **Essential Skills**

- 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.
- Exceptional organisational and time management skills.
- Work calmly under pressure.
- Strong 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.

## Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## 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 1359.

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. 1359, 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.

- 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.