



Position Title:	Executive Assistant and Researcher – Principal's Office
Prepared:	November 2020
Reports to:	Principal
Prepared by:	Head of Human Resources

Position Purpose

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

The Executive Assistant and Researcher 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 person in this role is also responsible for researching and drafting information requested by the Principal and then preparing this information for review and presentations.

The Executive Assistant and Researcher 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. Actual hours to be negotiated, some afterhours work may be required.

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

The position of Executive Assistant and Researcher 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, 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.
- Maintain a flexible and resourceful approach to effectively multi-tasking and managing workload and workflow and work calmly under pressure.
- Must display a high level of attention to detail; providing accomplished editing and proof reading skills.
- Anticipate needs relating to meeting papers and preparation of agendas for regular meetings.

- Exemplary skills in researching, writing, editing and drafting of documents; including being highly competent in computer literacy, including sound working knowledge of Microsoft Office suite.
- Accomplished research skills including the ability to analyse information and requests to determine which materials best meet the Principal's brief.
- Ability to apply analysis, initiative and innovation to resolve problems.

Duties & Essential Job Functions

Diary Management

The set up and management of the Principal's diary – scheduling all appointments, meetings, conferences.

Telephone Calls

Handle all incoming telephone calls.

Mail

Draft responses as appropriate.

Maintain the filing system on College Intranet

Word Processing and Correspondence

Prepare communications as required and/or directed by the Principal.

- Independently compose or draft general correspondence (including email) – some of which is highly sensitive and confidential.
- Display an advanced knowledge of the Microsoft Suite including Microsoft Word, PowerPoint and Excel with the ability to imbed film/sound and link effects.

Meeting Management

Coordinate effective meetings by organising and collating meeting agendas, providing confidential minute taking (when requested) and distribution and coordinating follow up actions. Including:

- Executive Committee
- College Council – organisation and facilitation of retreats and annual dinners; and
- Foundation

Monitor any concerns of staff, students and parents ensuring the Principal (or their delegate) is made aware in a timely manner.

Liase with Heads of Learning and Heads of School on various issues and projects that arise each year e.g. funding, Invergowrie, prizes, certificates.

Secretary of Foundation

Prepare agenda, attend and take minutes, and prepare and distribute minutes of meetings for the Chair of Foundation.

Any other tasks as deemed appropriate.

Personal Specifications

Essential Criteria (skills, qualifications, knowledge and experience)

- Proven work experience as an Executive Assistant
- Strong researching skills
- Accomplished writing skills demonstrating English language proficiency
- Acquainted with office management systems and procedures

- Strong verbal and written communication skills
- Ability to build and maintain good working relationships
- Judgement/problem solving skills
- Collaborative team member
- Discretion and confidentiality
- Exceptional customer service
- An understanding of and experience in the education/or higher education sector is preferred

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 an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- 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 Safe 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 Safe Programme across the entire College community.

All staff are 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.

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.