



POSITION DESCRIPTION

POSITION: Executive Assistant to the Principal & College Leadership Team

STATUS: Full-time/Term-time

REPORTS TO: Principal

CLASSIFICATION: School Officer Level 4

DATE: November 2020

Purpose of Position:

Works under the broad guidance of the Principal to provide administrative support to the Principal and the College Leadership Team

Key Characteristics: These include the ability to:

- communicate effectively with staff, students, parents and visitors in a way that upholds the dignity of the individual and contributes to the Mission of the College.
- demonstrate a very high standard of written English expression, punctuation, spelling and proofreading skills.
- reflect the communication style of another and demonstrate this in the preparation of written responses.
- demonstrate a desire for accuracy and an attention to detail.
- demonstrate a helpful, pleasant and empathetic manner even in difficult situations.
- demonstrate tolerance, a capacity for tact and discretion and an ability to maintain confidentiality.
- demonstrate a capacity for self-organisation and direction and an ability to respond and adapt while operating in an environment which is often demanding and busy.
- use Office 365 suite of products at a substantial skill level as well as master the designated administration system and other software as required.
- demonstrate discretion and judgement in organising work, choosing equipment and achieving outcomes within time constraints.
- handle a range of tasks in a variety of contexts.
- work within routines, methods and procedures.
- work safely in an office environment and meet the requirements of Student Protection legislation.

Supervision:

Work will be carried out under general supervision and may be checked in relation to overall progress.

May involve a level of autonomy when working with Teams.

Supervision of Others:

Peer assistance may be provided to others.

May have limited responsibility for the guidance of the work of others.

Team coordination may be required.

Qualifications:

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required, or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Typical Duties:

Typical duties performed may include, but are not limited to:

- practising confidentiality in relation to all aspects of the role;
- carrying out a wide range of secretarial and clerical duties at an advanced level, including typing, proofreading, editing, word-processing, note taking and maintaining manual and computerised records;
- within routines, methods and procedures, providing administrative support to the Principal and College Leadership Team members;
- carrying out the Reception function for the Principal including handling enquiries from telephone and personal contacts in accordance with routines, methods and procedures, arranging appointments, resolving appointment scheduling problems and maintaining the diary of the Principal and other College Leadership Team members as required;
- responding to enquiries from staff, students, parents and the general public and addressing issues in accordance with routines, methods and procedures;
- responding to requests for information including drafting routine correspondence in reply;
- drafting correspondence on a variety of matters, from brief oral or written instructions, for approval by the Principal;
- gathering information and preparing analyses for further consideration by the Principal;
- Preparing draft agenda for meetings, assembling supporting documents for meetings, taking and producing minutes of meetings;
- using software application packages for personal computers to create database file structures and spreadsheets/work sheets;
- maintaining established filing/records systems in accordance with routines, methods and procedures. This would include: creating and indexing new files, retrieving records, monitoring file locations, archiving, identifying and processing inactive and closed files;
- within routines, methods and procedures, carry out liaison between the College, the student and the student's family where some discretion and judgement are involved;
- gathering, sorting and monitoring incoming mail addressed to the Principal;
- monitoring the email address principal@stursulas.qld.edu.au managing emails and responding to Principal's requests for action;

- maintaining appropriate records to ensure that internal control and audit policies and procedures are followed;
- assisting the Finance and Administration Team with workflow in the event of absence of another team member, closing deadlines or peak workloads;
- updating Staff pigeon holes as staff join/depart the College;
- assisting in the preparation and maintenance of a variety of internal documentation such as Staff Induction sessions, College Annual Report, College Strategic Plan, College Improvement Plan;
- maintaining the Emergency Evacuation Folder ensuring up-to-date copies of the Master Timetable, Off-Campus Activities and Contact details for staff are accessible;
- assisting in the preparation of student references generated by the Principal;
- arranging catering from the College Kitchen as required for official meetings, in line with the College budget;
- liaising with relevant staff to ensure travel and accommodation bookings for the Principal are secured in line with a given itinerary;
- maintaining the College Calendar and Student Calendar;
- organising the annual Photo Day and liaising with photographers throughout the day;
- assisting the Company Secretary with the preparation and distribution of documents and undertaking other duties as required;
- assisting the Principal and other relevant staff with the organisation of College events and activities, such as Academic Assembly, Presentation Evening, College Mass;
- assisting the Director Operations and Analytics with End of Term Reporting processes;
- assisting the Deputy Principal – Teaching & Learning with Curriculum compliance duties and Parent/Teacher Interview processes;
- administering and maintaining accurate records of the temporary issue of keys from Master Administration key cabinet. Following up timely return of keys and equipment;
- assisting in the collation and sorting of documentation for mailing to parents;
- preparing the weekly communication to parents;
- maintaining the currency of information displayed on the College Electronic sign;
- attending, as required, afterhours meetings and functions to provide support to the Principal;
- accepting the delegated authority of cheque signatory in the absence of the Principal;
- within routines, methods and procedures, reconcile the Principal's College-issued credit card.