



Position Description

Personal Assistant to the Deputy Principal – Head of Senior School

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1. Position Summary

Position Title: Personal Assistant to the Deputy Principal – Head of Senior School

Area / Department: Administration

Reports to: Deputy Principal – Head of Senior School

Qualifications: Experienced personal assistant with high level data entry and typing skills, competent with the Microsoft Office products (including Word, PowerPoint, and Excel) and familiar with school data management systems (Synergetic and SEQTA) is desirable. Ability to provide high level administration service to the Deputy Principal – Head of Senior School.

Additional Key Relationships: Business Manager, Office Manager, Administration Staff, Senior School Staff

Full-time Equivalent: 1.0

2. Position Description

The Personal Assistant to the Deputy Principal – Head of Senior School will support and operate with the Deputy Principal – Head of Senior School to complete necessary administration tasks and processes. A key aspect of this role will be to assist with processing data, documenting procedures, preparing meeting notes and recording minutes. The role of a personal assistant can be highly varied and a high level of initiative is required.

The Personal Assistant often acts as the Deputy Principal – Head of Senior School's first point of contact with people from both inside and outside the organisation. This means that

their tasks and skills can often be divided into two fields of technical skills and personal skills.

The Personal Assistant will be recognised and respected by their colleagues, parents, and community members as an exemplary professional. They will need to be able to work alongside colleagues and promote creative, innovative thinking and practice within a collaborative team approach.

Reporting to the Deputy Principal – Head of Senior School, the incumbent will perform standard tasks within established guidelines and with minimal supervision, while recognising the collaborative and team focused nature of this role. Operational decisions are to be made within established guidelines, with any decision or proposed course of action beyond these parameters, referred to the Deputy Principal – Head of Senior School or Principal.

At all times the incumbent is required to comply with College policies and procedures.

3. Duties

The Personal Assistant to the Deputy Principal – Head of Senior School is responsible for all Senior School administration tasks as listed below.

3.1 Senior School Administration

- a. Devising and maintaining office systems, including data management and filing.
- b. Implementing and managing initiatives that enhance the administration of the Senior School.
- c. Providing administrative and clerical support, including the preparation of correspondence, reports, suspensions and probations, policies, and procedures.
- d. Through a sound knowledge of College policies, procedures, standards and executive functions, providing information, ideas and support on matters of concern.
- e. Using discretion and judgement in the absence of the Deputy Principal – Head of Senior School, to manage or refer urgent matters to appropriate senior staff.
- f. Carrying out background research and presenting findings.
- g. Producing documents, reports, and presentations.
- h. Developing presentations, spreadsheets and documents to display data related to NAPLAN and VCE for presentation to council, senior staff, all staff and Heads of Faculty, from a range of sources.
- i. Prepare trending analysis reports for NCCD and other sensitive areas.
- j. Forming strong connections with parents and staff through professional, positive and comprehensive verbal and written communication.
- k. Operating in close collaboration with Year Level Coordinators, Pastoral Care Team and staff, under the direction of the Deputy Principal – Head of Senior School.
- l. Preparing correspondence and communications in relation to Senior School excursions, camps, information evenings and other events.
- m. Making bookings, as required, on behalf of Deputy Principal – Head of Senior School, e.g. SOBS, Catering.
- n. Assisting with class placement administration.
- o. Generating Purchase Orders subject to approval of the Deputy Principal – Head of Senior School.
- p. Generate staff load letters from staffing spreadsheet.
- q. Review email mailing lists provided by ICT and reconcile back to staffing spreadsheet.
- r. Using the College student and community data management systems.

- s. Provide audit or inspection skills and advice to Head of Teaching and Learning for Faculty Minutes, curriculum, etc and practical skills to assist in filling gaps detected where appropriate.

3.2 NCCDSSD Processing for Senior and Junior Schools

- a. Providing general administrative assistance for the College Learning Enhancement teams.
- b. Creation, and maintaining of Excel worksheets to track status of distribution and sign off of Individual Learning and Individual Behaviour Plans.
- c. Maintaining records of student specialist reports.
- d. Distribution of Learning Enhancement programs.
- e. General assistance in preparation for NCCD Annual Census.
- f. Reviewing and presenting data for NCCD students including trends and areas of higher numbers.
- g. Liaise closely with Head of Learning Enhancement Senior School and Junior School Learning Enhancement Coordinator to assist in other administrative tasks.

3.3 Senior School Event Planning

- a. Creating timelines for event planning and management.
- b. Coordinating and acting as the lead person for Senior School Parent Teacher Interview bookings, communications, and support.
- c. Assisting in the organisation and administration of key events, such as start of year, Open Day.
- d. Assisting with the administration tasks associated with student dinners, e.g. Formals and Valedictory Dinner.

3.4 Other Senior School Responsibilities / Duties

- Attending relevant meetings as required.
- Attending weekly devotions with Administration Office staff.
- Provide backup for Student Options Officer in the manipulation of files related to timetables at end of year and during the year.
- Other tasks and duties as requested by the Deputy Principal - Head of Senior School.

4. **Competencies Required**

- Previous experience working as a Personal Assistant (preferably within a school environment).
- Strong database management skills with demonstrated proven experience (preferably with Synergetic and SEQTA).
- Strong Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to work under pressure and successfully meet competing demands on time.
- Excellent communication skills (verbal and written).
- Excellent organisational and time management skills.
- Commitment to excellent customer service, always helpful and friendly.
- Demonstrates initiative, with excellent judgement / problem solving skills.
- A flexible and adaptable approach to work, with the ability to take ownership of tasks.

- Ability to exercise discretion, confidentiality, and sensitivity at all times.
- Ability to deliver continuous improvement and streamline task to achieve efficiency.
- Proven ability to manage multiples tasks / projects and prioritise workload.
- Ability to draft professional and grammatically correct correspondence.

5. Performance Appraisal

Conducted annually by the Deputy Principal – Head of Senior School.

6. Confidentiality

The incumbent must maintain strict confidentiality with reference to all matters relating to students and staff, both within the College and outside the College, in accordance with the provisions of the *Privacy Act 1988* and the *Australian Privacy Principles* and the College Privacy Policy. In addition, it is an expectation that employees will keep their salary terms and conditions confidential.

7. Health and Safety

The incumbent is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of the employee in the workplace, and to maintain a thorough knowledge of emergency procedures and contacts.

8. Quality Assurance

The incumbent is required to participate with any Quality Assurance Programs from time-to-time and to be committed to excellence in all aspects of care and cost containment within their area of responsibility.

9. Special Requirements

Attend College public and after-hours functions as requested by the Principal or Deputy Principal – Head of Senior School.