



Personal Assistant to the Deputy Principal – Head of Senior School

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1.	Position Summary.....	1
2.	Position Description	2
3.	Duties	2
4.	Competencies Required	3
5.	Performance Appraisal	3
6.	Confidentiality	3
7.	Health and Safety	3
8.	Quality Assurance.....	3
9.	Special Requirements.....	4

Oxley Christian College Vision, Mission and Values Statements

Oxley Christian College vision, mission and values are, correspondingly, to:

- Delight in God's love through inspired learning.
- Provide an education for excellence within a Biblical Christian worldview.
- Engage in and promote whatever is true, good and beautiful.

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
Experience and 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
PA to Deputy Principal - Head of Senior School	

2. Position Description

The Personal Assistant to the Deputy Principal – Head of Senior (PA) will support and work with the Deputy Principal – Head of Senior School (DP – HoSS) 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 the PA can be quite varied and a high level of initiative is required.

The PA often acts as the 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 PA 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 DP – HoSS, 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 DP – HoSS.

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

3. Duties

The PA is responsible for all administration tasks as listed below.

3.1 Senior School Administration

- Through a sound knowledge of College policies, procedures, standards and executive functions, providing information, ideas and support on matters of concern.
- Using discretion and judgement in the absence of the DP – HoSS, to manage or refer urgent matters to appropriate senior staff.
- Carrying out background research and presenting findings.
- Producing documents, reports, and presentations.
- Developing presentations, spreadsheets and documents to display data related to NAPLAN and VCE for presentation to the College Council, senior staff, all staff and Heads of Faculty, from a range of sources.
- Preparing trend analysis reports for the Nationally Consistent Collection of Data on School Students with Disability and other sensitive areas.
- Forming strong connections with parents and staff through professional, positive and comprehensive verbal and written communication.
- Operating in close collaboration with Year Level Coordinators, the Pastoral Care Team and staff, under the direction of the DP – HoSS.
- Making bookings, as required, on behalf of the DP – HoSS, e.g. SOBS (School Online Booking System), Catering.
- Generating Purchase Orders subject to approval of the DP – HoSS.
- Generating staff load letters from staffing spreadsheets.
- Reviewing mailing lists provided by ICT and reconciling back to staffing spreadsheets.
- Using the College student and community data management systems.

- Assisting with class placement administration.
- Providing audit or inspection skills and advice to the Head of Teaching and Learning for faculty minutes, curriculum, etc., and practical skills to assist in filling gaps detected, where appropriate.
- Creating timelines for event planning and management.

3.2 Other Senior School Responsibilities / Duties

- Attending relevant meetings as required.
- Attending weekly devotions with Administration Office staff.
- Providing backup for the Student Options Officer in the manipulation of files related to timetables at the end of the year and during the year.
- Other tasks and duties as requested by the DP – HoSS.

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 skills in the use of the 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 tasks to achieve efficiency.
- Proven ability to manage multiple tasks / projects and prioritise workload.
- Ability to draft professional and grammatically correct correspondence.

5. **Performance Appraisal**

Conducted annually by the DP – HoSS.

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. Additionally, 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 DP – HoSS.