



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 time and diary management, scheduling of meetings, correspondence, and notetaking. The role of a personal assistant can be varied, such as answering phone calls, taking notes, scheduling meetings, emailing, texts etc.

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 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. Maintaining the Deputy Principal – Head of Senior School's diary and coordinating meetings and appointments.
- d. Providing administrative and clerical support, including the preparation of correspondence, reports, policies, and procedures.
- e. Through a sound knowledge of College policies, procedures, standards and executive functions, providing information, ideas and support on matters of concern.
- f. 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.
- g. Screening phone calls, inquiries, and requests, and handling them when appropriate.
- h. Meeting and greeting visitors at all levels of seniority.
- i. Dealing with incoming email and post, often corresponding on behalf of the Deputy Principal – Head of Senior School.
- j. Carrying out background research and presenting findings.
- k. Producing documents, reports, and presentations.
- l. Forming strong connections with parents and staff through professional, positive and comprehensive verbal and written communication.
- m. Operating in close collaboration with Year Level Coordinators and staff, under the direction of the Deputy Principal – Head of Senior School.
- n. Preparing all correspondence and communications in relation to Senior School excursions, caps and other events.
- o. Making bookings, as required, on behalf of Deputy Principal – Head of Senior School, e.g. SOBS, Catering.
- p. Assisting with class placement administration.
- q. Assisting, as required, with Performance and Development Review processes.
- r. Maintaining Senior School Administration Team notebook – PA and Senior Admin work processes on OneNote.

- s. Generating Purchase Orders subject to approval of the Deputy Principal – Head of Senior School.
- t. Using the College student and community data management systems.
- u. Providing administrative assistance for the College Learning Enhancement department, including the creation, and maintaining of Excel worksheets, the organisation and distribution of Individual Learning and Individual Behaviour Plans, maintaining records of student specialist reports and the distribution of all Learning Enhancement programs for both Junior and Senior School students.

3.2 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, School Photos.
- d. Administration of the annual ICAS assessment program.
- e. Assisting with the administration tasks associated with student dinners, e.g. Formals and Valedictory Dinner.

3.3 Other Responsibilities / Duties

- Attending relevant meetings as required.
- Attending weekly devotions with Administration Office staff.

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.