



Position Description

Personal Assistant to the Principal

1. The Role

The Personal Assistant to the Principal (PA) will be responsible for the efficient running of the Principal's Office, providing excellent administrative support with high level use and understanding of software, and highly confidential secretarial services. The PA will demonstrate a strong commitment to Oxley's vision of excellence in Christian education, and will present welcoming, professional assistance to Oxley students, their families, staff, members of the College executive and governing bodies and to the wider school community.

2. Responsibilities

- a. To act as Personal Assistant to the Principal through well prioritised planning and efficient administrative and secretarial support.
- b. To promote the reputation of Oxley Christian College in all matters, and especially pertaining to the Principal's role and office.
- c. To deal effectively and wisely with the members of all internal and external stakeholder groups.
- d. To demonstrate strong commitment to Oxley's vision and mission and loyal support to colleagues.
- e. To enhance Oxley's pursuit of excellence in Christian education by upholding College expression of faith, values, policies and standards.

3. Duties

- At all times protect the Principal and their time by assessing requirements of staff and external party requests for meetings, directing enquiries to the appropriate person, following protocol. Manage media interest in, and onsite attendance at, the College.
- Ensure all child safety, police and similar enquiries are escalated to the Principal as required as a priority, retaining confidentiality and obtaining information as necessary.
- Be proactive in assisting with long and short term planning, managing the Principal's diary, providing alerts in relation to the College calendar events, the Principal's other responsibilities and appointments.
- Organise meetings on behalf of Principal, and have a working knowledge of issues, and minutes, monitor minutes recorded and follow up actions as appropriate.
- Receive, read and evaluate the Principal's incoming mail and phone calls (a) bringing matters to attention when appropriate and responding to matters of both a routine and complex nature, and (b) reviewing information for relevance and disperse information to the appropriate people, and monitoring follow up as necessary.
- Prepare correspondence, working papers, reports, memoranda, notices, policies and procedures on all matters relating to the school, staff and students. Update and archive specified OneNote minutes of meetings.
- Maintain the Victorian Institute of Teachers (VIT) register for all Oxley teachers and alert the Principal immediately of any registration irregularities.
- As Gate Keeper, oversee the electronic storage, administration and development of College Policies and Procedures to (a) ensure that reviews and changes to College policies are ratified by the executive and / or Council, with reminders as necessary and (b) ensure consistency with style and format (as noted in the Formal Document

Guideline and Formal Document Policy) always presenting a professional suite of documents.

- As Gate Keeper, oversee staff, student and parent appointments with the Principal.
- Organise College photo days and end of year staff lunch.
- Research and gather information for the Principal or Council as required, using all systems available, especially to meet governmental regulations and reporting requirements of various authorities, monitoring action to meet deadlines.
- Maintain excellent electronic and other records, including accurate and up to date personnel files and records for all staff, keeping all records confidential and accessible only to staff authorised to have access.
- Ensure that documentation regarding matters governed by laws of privacy, and confidential matters such as child protection, HR processes, discipline and grievance issues, are strongly protected through secure storage of confidential papers, files and electronic data.
- Provide assistance with urgent administration duties.
- Skill-share and assist with problem-solving and administration colleague training as appropriate.
- In consultation with the Principal and Heads of Schools, produce and place recruitment advertisements, prepare files, respond to applicants and undertake all administrative requirements through the interview process until signed contract documents received.
- Prepare induction documents for new staff.
- Prepare Statement of Service as requested by obtaining correct information from Payroll Administrator and forwarding to Business Manager.
- Prepare documents in accordance with the Oxley Style Guide. Proofreading newsletters, published documents in line with the Style Guide and College expectations.
- Organise the Principal's travel arrangements as required and facilitate attendances at external meetings and events.
- Receive visitors on behalf of the Principal providing hospitality and making them feel welcome until the Principal is available.
- Maintain a helpful, professional demeanour at all times and receive queries and complaints in a calm, positive and reassuring manner.
- Promote and speak well of the College and staff at all times and address any personal concerns about the College by speaking with the Principal.
- Undertake other duties pertinent to the scope of the position, as required by the Principal.
- This is not an exhaustive list of duties but is intended to reflect the range of duties the appointee will perform. The job description may be reviewed in response to changing needs, in consultation with the incumbent.

4. Key Relationships

The PA to the Principal is responsible to the Principal and works closely with the Business Manager, Heads of Schools, Senior Teaching Staff, the Registrar and Office Manager, and also relates to the Chairman and Members of the College Council, members of the executive, and teaching and support staff. The PA is a member of the Administration Staff Team.

5. Authority

Directly reporting to the Principal, the incumbent performs tasks within established guidelines and with minimal supervision, whilst recognising the collaborative and team focused nature of the role. Decisions will support the best way to progress the welfare of the school, according to plans developed by the Principal in keeping with the College vision and mission. At all times the incumbent will comply with the College codes, policies and procedures.

6. Employment Conditions

Hours of duty, salary and other conditions will be discussed at selection interviews. The following is noted regarding annual leave.

Annual Leave provision is described in the National Employment Standards (NES) as 4 weeks. Annual Leave at Oxley is to be taken wholly within school term breaks. However, it is anticipated that the role of Personal Assistant to the Principal will have the flexibility to allow the incumbent not to be at the College for a longer period than the NES prescribed 4 weeks, by negotiation and in agreement with the College. Nevertheless, some work will be required during the College breaks, in particular, the incumbent may be required to return to work, up to two weeks earlier than the students return at the start of each year and may include working for a number of days prior to the commencement of each school term. Any additional 'not at school' days (i.e. in excess of 4 weeks annual leave and any leave under the Christmas Close Down period) will be reflected in the salary by averaging the salary over the year.

Performance reviews may be conducted annually by the Principal, or the Principal's delegate. A probationary period of 6 months will apply.

7. Required Skills and Attributes

- Strong Christian faith and active church involvement.
- Commitment to the Oxley Statements of Faith, Vision, Mission and Values.
- Strong desire to work in a Christian community and be involved in prayer and other faith expressions which are central to the workplace culture and practise.
- Enjoyment of working with young children and adolescents and a sensitivity to their vulnerabilities.
- Commitment to serve students, their families, Oxley staff and College executive and governing body members, and to assist external stakeholders.
- Integrity, loyalty and commitment to maintain utmost confidentiality and meet privacy requirements.
- Cheerful, positive outlook and ability to enjoy good humour.
- Ability to function strongly as an individual and collaboratively.
- Pursuit of excellence in every detail.
- Excellent interpersonal skills and relationship management skills.
- Strong written and oral communication skills.
- Strong organisational abilities and time management skills, including the ability to succeed in a busy and fast-paced environment.
- Initiative, drive and ability to problem solve.
- Ability to multi-task, handle complexity, prioritise and organise work and follow tasks through to satisfactory completion.

- Ability to stay calm under pressure, to be flexible and “regroup” to handle unexpected circumstances.
- High level computing skills including the ability to use Word and Excel at an expert level, with considerable database proficiency and ability to quickly understand sophisticated software (familiarity with Synergetic and Timetabler software is advantageous).
- Demonstrated ability to succeed in all aspects of a personal assistant role.

8. Desirable Requirements

- Diploma or equivalent in relevant commercial or administrative discipline.
- 5 years successful experience in a comparable role.
- Ability to manage advertising and promotional events.

9. Selection Criteria Response

- a. Detail of the ability to contribute to the mission and ethos of Oxley Christian College.
- b. Detail of professional experience in providing administrative and secretarial support to a senior member of an organisation, including the key tasks and the responsibilities involved.
- c. Provide an assessment of current computing proficiency, including a description of functions and the management of organisation critical databases.
- d. Explain a personal approach to customer service and relationship management including details of recent relevant experience.
- e. Outline of experience in busy, fast-paced roles, including successes, i.e. the approach to time management and workload organisation.
- f. Detailed understanding of and experience in the role of a Personal Assistant.
- g. Outline of experience in and approach to small scale project management.
- h. Application Documentation.
- i. Application for Employment form.
- j. Introductory cover letter.
- k. Response to Selection Criteria.
- l. Current Curriculum Vitae.