



Personal Assistant to the Registrar

Document Classification: Statement
Published Date: 6 August 2024

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

1. Position Summary

Position Title: Personal Assistant to the Registrar

Area / Department: Administration

Reports to: Registrar

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 (PRISMS, Synergetic, Funnel and SEQTA) is desirable. Ability to provide high level administration service to the Registrar.

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

Full-time Equivalent: 0.8 – 1 FTE

2. Position Description

The Personal Assistant to the Registrar will support and operate with the Registrar to complete necessary administration tasks and processes. A key aspect of this role will be to assist with processing data and documenting procedures. 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 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 Registrar, 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 Registrar.

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

3. Duties

The Personal Assistant to the Registrar is responsible for all administration tasks as listed below.

3.1 Assistant to the Registrar

The role and specific responsibilities of the Assistant to the Registrar include the following:

- a. Assisting and working collaboratively and effectively with the Registrar and other Administration team members, providing high level support to the Registrar on numerous issues, including local and international enrolments.
- b. Working closely with the Registrar, providing a comprehensive administration service and carrying out all other tasks as may be requested by the Registrar.
- c. Utilising the College student and community data management systems (Synergetic, Funnel and SEQTA), ensuring accurate data input for all new enrolments.
- d. Working with the Registrar and potential future parents to complete the enrolment process from initial enquiry through to interview and subsequent enrolment.
- e. Managing annual organisational processes and correspondence.
- f. Attending to other duties as directed by the Registrar.

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 PRISMS, Synergetic, Funnel 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 Registrar in conjunction with the Office Manager.

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 Head of School and Registrar.