

# PRINCIPAL'S PERSONAL ASSISTANT

## Position Description

<b>Classification</b>	Education Support Employee Category C Seven weeks paid school holidays; One week during Term 1, 2 and 3 break, and 4 weeks annual leave at the end of Term 4
<b>Employment Status</b>	Full-Time
<b>Hours of Work</b>	8.30am to 4.36pm with the ability to be flexible in regards to working hours (the position may require attendance at evening or early morning meetings).
<b>Expected level of contact with children and young people within this role:</b> Occasional	

## Position Purpose

The Principal's Personal Assistant (PA) is accountable and reports to the College Principal. It is the responsibility of the Principal's PA to assist and support the Principal in the administration of the College. The PA does this by being informed and using their secretarial, relational skills and abilities to create a productive and well working routine, ensuring effective liaison between the Principal, staff and the wider community. It is imperative that the role maintains confidentiality concerning all sensitive information.

## Reporting Relationships

**Position reports to:** The Principal

**Leads/Direct reports:** Nil

**Key relationships:** College Leadership, Members of the Advisory Board, staff, parents/carers, the local community, Catholic Education Commission of Victoria, and Marist Schools Australia Ltd (MSA)

## Key Duties & Responsibilities

Includes but are not limited to:

- Point of first contact for staff members wishing to meet with the Principal.
- Provide full executive support to the functioning of the Principal's Office, developing appropriate systems and procedures, including filing and record keeping.
- Provide administration support for members of the Leadership team, namely the Deputy Principal Heads of Campus, the Assistant Principals Catholic Identity & Mission and Staff Wellbeing and Development (APSWD), Business Manager and the Human Resources Manager (HRM). This includes scheduling of appointments and interviews, as required.
- Format letters and other documents for the Principal, Leadership Team Members, including letters; of appointment and/or variations for staff, leave (e.g. LSL, LWOP), and resignation acknowledgements.
- In consultation with the APSWD and HRM, prepare and upload recruitment documents onto the College website, ensuring currency and accuracy of employment information on the College website.
- Prepare and disseminate the Advisory Council Reports and various internal correspondence/documentation relating to the running of the School, as directed by the Principal, Advisory Council Chair and or Business Manager.
- Minute taker of meetings as required by the Principal, including (but not limited to) Advisory Council, Leadership and Consultative Committee.

- Organize catering for special occasions, as required by the Principal or Principal's delegate.
- Handling all mail directed to the Principal and distributing the correspondence to the relevant personnel.
- Receiving all telephone calls for the Principal and deferring some calls, if appropriate, according to the Principal's guidelines.
- Management of Principal's diary and arranging of appointments when requested.
- Maintenance of all files for the Principal on File Director.
- Assisting with inquiries when the Principal is unavailable.
- Welcoming visitors to the College as Principal's PA.
- Contribute to the functioning of the Administration Team as a member of the main reception / student services rosters and undertaking of associated duties.
- Support a range of functions of the Administration Team, in accordance with policies and protocols.
- Work collaboratively with Board members, staff, parents/carers and the local community.
- Performing such other duties as requested by the Principal and/or Leadership Team.

***Details of the role may vary from time to time in response to the needs of the School, as determined by the Principal.***

#### **General**

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.
- Demonstrate professional and collegiate relationships with colleagues.

#### **Child Safeguarding**

- Be familiar with and comply with the school's child safeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

#### **Professional Development**

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

#### **Essential Requirements for the Role**

##### **Special Requirements**

- Flexibility in regards to working hours – the position may require attendance at evening or early morning meetings for example.
- Knowledge of Catholic school procedures and protocols.

##### **Qualifications & Experience**

- Proficient experience providing PA or Executive level support to a senior member of an Executive or Management team, or equivalent role.
- Experience in and high-level knowledge and skills in: MS Office Suite, Excel, MS Outlook, Internet, Synergetic software or equivalent database.
- Qualifications relating to administration is highly regarded.
- Experience within an educational environment is highly regarded.

- Hold a valid employee Working with Children Check and must be willing to undergo a National Police Record Check.

### **Personal Attributes & Skills**

- Ability to support the Marist ethos.
- Work proactively and utilise initiative in supporting the Principal, including advising of emerging issues.
- High-level administrative, organisational and planning skills, including the ability to prioritize workloads and meet deadlines.
- Demonstrated high-level attention to detail and accuracy.
- Possess excellent interpersonal and communication skills, including the ability to develop positive relationships with staff, parents, students and members of organisations affiliated with the School.
- Competence in working cooperatively and effectively with others.
- Ability to relate to others with sensitivity, empathy and diplomacy.
- Exemplify provision of a welcoming, inclusive and hospitably environment to the school community.
- Effective communication skills (including written correspondence).
- Exercise confidentiality, discretion and understanding of Privacy Legislation requirements.
- Ability to develop systems to foster efficiency and efficacy.
- Exceptional personal standards of honesty, integrity and professionalism, and who remains calm under pressure.
- Patience, understanding and effective conflict-resolution techniques.

### **Child Safeguarding**

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.

### **Our Commitment to Child Safety**

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

### **Our Vision and Mission**

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit*

### **Position Description:**

**Authorised by:** The Principal

**Last reviewed:** November 2023