

## 1. POSITION IDENTIFICATION

<b>POSITION TITLE</b>	Executive Assistant to the Principal
<b>REPORTS TO:</b>	Principal
<b>RESPONSIBILITY FOR:</b>	Reception/Student Service and Admin Staff (with Finance Director)
<b>AWARD:</b>	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teachers' Enterprise Bargaining Agreement 2014 Classification: Administration and Technical Officers
<b>CONDITIONS</b>	Full Time 37.5 hours per week Monday to Friday 8.00am to 4.00pm 48 weeks of the year
<b>REMUNERATION</b>	Level 5 (Step 1 – 6 to be determined by years of experience in a similar role- \$83,719 – \$89,933 as of January 2024) Allowance: 10% of above salary

## 2. THE ROLE

The Executive Assistant to the Principal is responsible for providing high level administrative support to the Principal, the College Board and members of the College Leadership Team.

The Executive Assistant to the Principal ensures the accurate, confidential and timely management of executive calendars, correspondence and administration tasks. As a key liaison for internal and external stakeholders, the Executive Assistant to the Principal assists the Principal in managing communications and relevant documentation. The role also involves project and meeting support, amongst other duties for matters relating to the Principal.

A focused and organised individual with a positive attitude is required. Experience in executive support at a medium-large organisation is essential. Effective time management and communication is also key for this role, alongside tact, initiative and integrity.

## 3. RESPONSIBILITIES and DUTIES

### EXECUTIVE SUPPORT

- Provide administration support to the College Principal including the management of official Principal correspondence.
- Manage and maintain the Principal's electronic calendar ensuring documentation for appointments and meetings is available for the Principal
- Screen Principal calls and correspondence whilst maintaining confidentiality.
- Prepare and coordinate College Board requirements including the Annual General Meeting
- Work with the Finance Director to liaise with Chair of the College Board regarding upcoming meetings, attend Board Meetings, take minutes and distribute the agenda and minutes to Board members.
- Manage high level and confidential administration for the Principal and College Leadership Team

## **ADMINISTRATION**

- Coordinate the daily business and activities of the Principal by regularly reviewing tasks/schedules/calendars and meeting requirements.
- Manage the flow of all incoming and outgoing correspondences/queries to the Principal's Office – where applicable, prioritise and action or redirect the query to the appropriate person.
- Ensure all relevant documentation is available for the Principal's events, appointments and Meetings.
- Document preparation for the Principal, including formatting, editing and proofing.
- Making travel and accommodation bookings for the Principal and College Leadership Team.
- Briefing the Principal on staff, parent and student matters requiring attention.
- Management of the College administrative email on behalf of the Principal
- In conjunction with the HR Manager, assist with the maintenance of staff personnel files and database of staff information.
- In conjunction with the Community Relations & Marketing Manager, assist with the organisation of the regional Boarding tours.

## **COMMUNICATION**

- Manage incoming correspondence, emails and phone calls on behalf of the Principal.
- Support the Principal for assemblies, presentations, written bulletins and publications.
- Liaise between the Principal and staff, parents, Oblates of Mary Immaculate, College Board, CEWA and any other stakeholder groups, and schedule meetings as required.
- Ensure all documents conform to the College style guide and are prepared to a high standard.
- Filing, storing and archiving information appropriately, whether electronic copy or hard copy.
- Ensuring confidentiality of information.
- Liaising with parent bodies regarding meetings and projects.

## **ENROLMENTS**

- Oversee the requirements for future family's enrolment queries in relation to enrolment documentation.
- Oversee the coordination of enrolment interviews with the Principal and other members of the College Leadership Team and Head of Learning Diversity.
- Oversee the maintenance of the College student enrolment database to ensure accurate statistical data reporting, by maintaining an entry and exit process for students, including transfers and withdrawals.
- Oversee the College enrolments data, ensuring all information is in accordance with legislative and College requirements.

## **OTHER**

- Ensure the Principal is briefed at all times regarding staff, parent and student issues.
- Use tact and professional communication in coordinating arrangements for meetings with a wide variety of people in relation to issues raised, concerns or grievances.
- Be proactive in the support of the Principal, the College Leadership Team and the College in general.
- Assist with the planning, liaison, organisation, facilitation and documentation to ensure school-related events and activities are well planned and carried out to a high level.
- Plan catering requirements for events as required by the Principal or College Leadership Team.
- Attend to other duties as directed by the Principal.

#### 4. SKILLS and ABILITIES

- Outstanding interpersonal skills and the ability to interact in an empathetic manner with students, staff, parents and the community.
- The ability to manage complaints and crises, and implement conflict resolution strategies where appropriate.
- Proficiency in secretarial skills, including the ability to take minutes at meetings and a sound knowledge and understanding of Microsoft Office applications, email and database programs.
- Confidentiality, loyalty, initiative and creativity in work skills.
- Well organised, accurate, flexible, creative and innovative.
- A warm and friendly disposition.
- A strong sense of professionalism.
- Ability to be flexible and willingness to adapt to new and changing situations in technology, staffing and policies.
- Ability to work cooperatively and collaboratively as a member of the Administration Team.

#### 5. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Excellent communication and interpersonal skills, with demonstrated experience in the application of these skills in an educational environment.
- Excellent organisational and time management skills, with the demonstrated ability to prioritise and manage multiple tasks concurrently.
- Experience in providing a high level of administrative support.
- Proven ability to work well independently as well as in a team.
- Proven ability to be flexible and confident in different situations and to provide assistance across a variety of tasks.
- Computer literacy and proficiency in Microsoft Office, along with knowledge of SEQTA.

#### 6. TERMS of EMPLOYMENT

- Actively support the charism and mission of the Oblates of Mary Immaculate.
- Comply with all Catholic Education Commission of Western Australia Policy Statements and actively contribute towards the maintenance of the Catholic ethos of the School.
- Hold a current Working with Children Check (WWC).
- Hold a current National Police Clearance from the Department of Education.
- Hold or be working towards an Accreditation to Work in a Catholic School.
- Annually complete the online Child Protection Procedures and Mandatory Reporting Training.