



EXECUTIVE ASSISTANT TO THE PRINCIPAL

JOB & PERSON SPECIFICATION

JUNE 2024

ROLE DESCRIPTION & EMPLOYEE SPECIFICATION

Executive Assistant



Our Mission:	To provide a Christian environment for each student and staff member to develop their God-given abilities for LIFE and community.
College Department:	Business Management
Position Title:	Executive Assistant
Position Classification:	Lutheran Schools Officer Grade 5
Tenure:	Permanent
Hours of Work:	Fulltime
Working Relationships:	<ul style="list-style-type: none"> • Reports to the Principal • Takes direction from the Executive & Leadership teams and/or other relevant staff • Professional interaction with all students, staff, parents, volunteers, visitors & suppliers of Endeavour College • May be expected to manage LSOs in a lower grade
Special Conditions:	This position is covered by the Lutheran Schools Association Enterprise Agreement Some out of hours work can be expected including supporting the College Board, attending and supporting College events or meetings, and to meet specific deadlines.

ROLE DESCRIPTION

Summary
<p>The primary responsibility of the Executive Assistant is to provide an advanced level of professional, practical and timely administrative support primarily to the Principal, but also to the Executive on projects and other activities.</p> <p>Requiring a high degree of confidentiality, diplomacy and tact, the Executive Assistant will coordinate and perform a wide range of administrative, and organisational tasks and functions for, and on behalf of the Principal and the Executive team.</p> <p>Using highly developed relational and communication skills, they will provide courteous, efficient, and productive support services to internal and external stakeholders on activities, projects and responsibilities that support the smooth and effective operation of the College, and in particular the Principal's office.</p>
Use of Knowledge, Skills, & Problem Solving
<p>Apply specialised knowledge with depth in several areas. Undertake research and investigations which may be extensive to inform the development of significant policies and strategies for the successful operation of the school. Initiate, analyse, design, plan, execute and evaluate major, broad or highly specialised technical or management functions in varied or specialised contexts.</p>
Control, Authority, Judgement, & Decision-Making
<p>Exercise substantial autonomy in decision-making for large or complex functions using a wide range of highly specialised technical, creative, or conceptual skills. Generate and evaluate ideas through the analysis of information and concepts at an abstract level.</p>
Responsibility & Accountability
<p>Accountable for own outcomes within broad parameters.</p>

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Statement of Key Outcomes & Associated Activities

The position encompasses key outcomes which have been collectively accommodated within associated activities under the following key outcomes, and include but are not limited to:

Executive Support

- Provide a range of confidential and highly professional and effective administrative support services to the Principal in all aspects of their daily activities
- Provide a range of confidential and highly professional and effective administrative support services to the Executive and Leadership teams as requested
- Management of the Principal's diary daily to ensure meetings and appointments occur, and deadlines and changing priorities are effectively managed with discretion, confidentiality and judgement
- Receive and screen calls, emails, mail and visitors intended for the Principal
- Receive enquiries, concerns, positive feedback and complaints, and action or forward through the appropriate channels to be addressed
- Prepare and distribute complex correspondence, reports, and presentations based on knowledge and interpretation of policy, procedure, guidelines, and where appropriate legislation
- Provide executive support to committees and working groups including scheduling, managing calendars, organising venues, preparing and distributing agendas and meeting documents, taking and preparing minutes, and follow up work as required
- Liaise with and act as a conduit between Leadership and their stakeholders, colleagues, clients and service providers on a variety of organisational matters including facilitation of meetings, travel, communication, bookings, and purchasing of items
- Coordinate catering for events set up for the Principal, Executive, and Leadership team, and their guests
- Organise travel arrangements for the Principal, Executive, Leadership team, and other staff as required
- Provide effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow
- Develop and maintain confidential registers including those relating to privacy and complaints
- Oversee the maintenance and archiving of student records
- Assist with the proofing of college documents, liaising with the Marketing team to ensure documents are in alignment with College style guides
- Support the ongoing development of key compliance documents including policies, procedures, and processes
- Undertake projects to support in the ongoing improvement of administrative systems, processes and practices that support the operations of the College and facilitate administrative efficiency
- Work closely with the Principal, Executive and Leadership teams on the preparation and dissemination of College information
- Liaise with VIP's, College Board Members, community leaders, community members, staff, students and families on behalf of the Principal as requested
- Provide support to other administrative areas on events and functions as they arise
- Provide backup support and assistance for General Reception as required

College Board Meetings

- Coordinate and record the activities of the Board in accordance with the Constitution
- Provide administrative support to the Business Director, Executive and Board on governance requirements of the College

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- Maintain the calendar of activities of the Board including coordination of Board and standing committees meeting times, location and catering
- Attend Board, standing committee, Executive and strategic planning meetings for the purpose of taking minutes
- Prepare and collate Board papers, distribute agenda and minutes and maintain Board Decision Register
- Facilitate with the Chair induction documentation and compliance checks for new Board members
- Provide assistance in booking events, travel or professional development for Board members

Event and Administrative Support

- Support, contribute, and attend (as required) College promotional events such as Open Days, etc.
- Prepare invitations for College events, and manage RSVP and VIP guest lists and seating for College events

Other Duties

- Actively model behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including but not limited to the Code of Conduct, and those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing deep, the Lutheran Education leadership and formation framework, to your role at the College.
- Any other duties as required

EMPLOYEE SPECIFICATION

Education & Qualifications

Essential

- Relevant tertiary qualifications (i.e. Adv Diploma Administration) and/or equivalent relevant experience
- Ability and willingness to maintain a current Working With Children Check (WWCC)
- Ability and willingness to maintain a current Mandatory Notification Training Certificate

Desirable

- Ability and willingness to maintain a current First Aid Certificate

Experience & Knowledge

Essential

- Significant experience working independently and pro-actively providing Executive or Personal Assistant support to Principal, CEO, General Manager, or similar.
- Advanced competency in professional administrative skills including the ability to prioritise, plan, and work to tight deadlines
- Advanced word processing, data entry, and document management skills with a high level of accuracy

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- Advanced skills & experience in the use of MS Office and other relevant software packages and applications, and familiarity with a wide range of office equipment
- Experience and ability to work with highly confidential information using discretion and integrity
- Ability and experience communicating professionally and clearly with a high level of professionalism, courtesy, and confidence

Desirable

- Experience in governance principles for incorporated associations
- Experience working with young people within a secondary school environment (highly desirable)

Personal Skills, Abilities & Aptitude

Essential

- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things
- Excellent interpersonal and communication skills (oral and written), enabling effective interaction with both adults and students using diplomacy, discretion and tact as required in a professional work environment
- Advanced skills in establishing effective working relationships with businesses, school partners, and staff
- Advanced organisational skills with the ability to plan, set and prioritise work to achieve outcomes within required deadlines
- Demonstrated commitment and leadership to high quality customer service principles and practices
- Demonstrated ability to document, implement and monitor administrative procedures
- Excellent attention to detail, proof-reading, analytical and problem-solving skills
- Proven ability to undertake research and analysis, and present findings and/or develop reports
- Demonstrated ability to work independently and as part of a team, empowering others, and initiating, adapting to, and managing change
- Ability to lead cooperative and effective work within a team where tasks overlap with others areas of responsibility in order to achieve a successful outcomes for the College
- Demonstrated ability to inspire and enthuse others and to deliver and accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals
- Display high levels of responsibility and accountability using initiative, creativity and enthusiasm

Desirable

- A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students (highly desirable)

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PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities.

KPI Area	Identified KPI
Executive Support	<ul style="list-style-type: none">• Provide high level administrative support for the Principal, Executive and Management team• Efficient and accurate calendar management and appointment coordination• Effective and professional meeting preparation, implementation, timely minute preparation and action follow up• High level written and verbal communication free from errors• High level of professionalism interacting with internal and external stakeholders
College Board Support	<ul style="list-style-type: none">• Provide high level administrative support for governance requirements of the College• Effective and professional meeting preparation, implementation, timely minute preparation and action follow up• Ensure all compliance obligations are met
Event and Administrative Support	<ul style="list-style-type: none">• Effective support of College promotional events• Management of VIP register and guest lists
College Support	<ul style="list-style-type: none">• Takes significant initiative and responsibility for their own outcomes in relation to specified quality standards• Work is completed in a timely manner, and performed to a high quality standard• Engages effectively, and works collaboratively across Endeavour College to support the provision of a high performing secondary learning environment• Is approachable and responds appropriately to queries and feedback• High level of professionalism, is discreet and maintains confidentiality
Community Engagement	<ul style="list-style-type: none">• Engages positively in College community and activities• Models the expected behaviours and professional expectations of staff at Endeavour College• Models the Christian ethos of the College, supporting and encouraging the Endeavour Way values• Shows an understanding of Restorative Practices in their interactions with the broader college community



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.