



## Executive Assistant to the Principal

### OVERVIEW

The Presentation Sisters established Star of the Sea College in 1883. The College has a rich tradition of educating students to make a difference in the world and work for justice. Since 2014, Star of the Sea College has been a member school of Kildare Ministries.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

### GENERAL ROLE DESCRIPTION

The primary objective of the role of Executive Assistant to the Principal (EA) is to enhance the quality of leadership provided by the Principal to Star of the Sea College, to the wider community, stakeholder groups and Catholic Education in the Archdiocese of Melbourne.

This is demonstrated by ensuring the administrative responsibilities associated with the role enable the Principal to be effective, efficient and professionally prepared at all times.

### MAJOR AREAS OF RESPONSIBILITY:

The Executive Assistant to the Principal role involves:

1. Coordinating the office of the Principal.
2. Providing administrative services to the College Board.
3. Providing administrative assistance in the areas of personnel and recruitment.
4. Overseeing administration staff in the Main office: Student Services, VASS/ administration assistant, Receptionist



**DUTY STATEMENT**

The following duties are aligned to the major areas of responsibility:

<p><b>1. Personal assistance to the Principal</b></p>	<p>Personal assistance to the Principal involves:</p> <ul style="list-style-type: none"> <li>– managing the Principal’s diary and schedule (including travel and accommodation)</li> <li>– screening and responding as necessary to calls to the Principal (according to guidelines provided by the Principal)</li> <li>– attending to all correspondence directed to the Principal (incoming and outgoing) and redirecting to relevant personnel where appropriate</li> <li>– liaising with staff and parents (re: concerns and queries) and making referrals as appropriate</li> <li>– preparing files and documents required for each of the Principal’s appointments and meetings</li> <li>– ensuring the filing system of the Principal’s office and administration services is well-planned and readily accessible</li> <li>– ensuring current information in the annual production of policy and procedures manuals as directed</li> <li>– maintaining the Principal’s filing</li> <li>– In conjunction with the PA to LT, prepare the Annual Reviews/ schedule times for staff.</li> <li>– preparation of documents for the Principal’s meetings.</li> <li>– act as host for Principal’s functions, including guest lists, invitations and catering</li> </ul>
<p><b>2. Administrative Services to the Board</b></p>	<p>Administrative services to the College Board includes:</p> <ul style="list-style-type: none"> <li>– preparing and circulating the Board calendar, agendas and papers for Board Meetings as directed by the Principal and Company Secretary</li> <li>– attending Board meetings, taking and circulating minutes to Board members and other nominated bodies e.g. Kildare Ministries</li> <li>– organising the data, research and reports required for VCEA Census, MACS compliance and the College Annual Report in conjunction with the Business Manager/Company Secretary and Publications Officer</li> <li>– providing administrative support pertaining to the business of the Company as required by the Board Chair and Company Secretary</li> </ul>





<p><b>3. Personnel and recruitment</b></p>	<p>Administrative assistance in the areas of personnel and recruitment includes:</p> <ul style="list-style-type: none"> <li>– ensuring accuracy, confidentiality and compliance in matters pertaining to staff information</li> <li>– coordinating letters of appointment for all staff with data provided by Principal, Deputy Principal - Staff and Business Manager</li> <li>– preparing recruitment documentation in conjunction with the HR &amp; Payroll Office</li> <li>– preparation of Advertisements for jobs to be placed on relevant websites or in the Age</li> <li>– acknowledgement of applications received by email or mail</li> <li>– scheduling of interviews and contacting candidates</li> <li>– preparing and sending Letters to unsuccessful/interviewed candidates</li> <li>– In conjunction with the PA to LT, ensuring accuracy and currency of information in Staff Handbook</li> <li>– updating confidential information in staff records as required</li> </ul>
<p><b>4. Office Manager</b></p>	<p>Managing staff who support the administration of the school in their duties:</p> <ul style="list-style-type: none"> <li>– allocation of tasks in Reception, Student services and VASS/ administration when required</li> <li>– ensuring accuracy, confidentiality and compliance in matters pertaining to information</li> <li>– ensuring holiday and emergency cover of the roles to ensure the smooth operation of the College</li> </ul>

**CRITERIA FOR EFFECTIVENESS IN THE ROLE**

The effective performance of the EA to the Principal will be due to capabilities across a broad range of the following:

**Attributes & Dispositions**

- respect for the identity, Mission and Guiding Principles of education in the Presentation tradition at Star of the Sea College
- loyalty, authenticity, trustworthiness and reliability
- perseverance, discretion, courage and patience in the face of complex and confidential situations
- a tenacious and resourceful capacity for hard work
- readiness to actively contribute to teamwork
- determination to keep to timelines and manage deadlines
- approachability as an active listener
- openness to change and to learning in all situations.





### Knowledge & Understanding

- the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information
- the appropriate referrals to other members of the College Leadership Team when managing the office of the Principal
- comprehensive understanding of the College's policies and procedures, including Child safety
- understanding of the structure and key personnel within Kildare Ministries, Presentation Province Office, MACS and PAVCSS
- Occupational, Health and Safety regulations pertaining to the College, including Food safety handling requirements.

### Skills & Capabilities

- excellent administrative skills demonstrating:
  - the ability to implement effective and efficient work practices
  - the ability to locate information quickly and accurately
  - the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- exemplary customer service focus demonstrating:
  - the capacity to multi-task and pay close attention to detail
  - the capacity to negotiate
  - the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary
  - the ability to provide back up and relief for Reception, Staff Administration Services and Student Services Reception
- excellent capabilities in the use of information and communication technologies especially: Microsoft Office system, Adobe, Synergetic, database management, online and mobile applications
- the ability to choose and use formats for written communications appropriate to diverse needs
- the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role.

### NOTES

1. The EA to the Principal will, at times, be required to undertake other duties related to the role as directed by the Principal.
2. It is expected that the EA to the Principal undertakes regular professional learning in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.
3. The EA to the Principal is expected to comply with legislated occupational health and safety practices and participate in consultative processes to ensure workplace safety for staff and students.



**Conditions of employment**

<b>Direct Report</b>	Principal
<b>Date</b>	2024
<b>Qualifications</b>	Valid Criminal Record Check and Working with Children Card  First Aid Qualifications desirable  Food Handling certificate desirable
<b>Salary</b>	Entitlements under the Victorian Catholic Schools Multi Employer Agreement (2022)
<b>Approved by</b>	Principal
<b>Version</b>	1
<b>Amendments</b>	