



Position Description

Title:	Executive Assistant
Department:	Administration
Name of current employee:	
Position reports to:	Principal / Executive Director Corporate Services
Position is responsible for:	Secretarial services, general administration and support and office 'all-rounder'.

Primary accountabilities:	The Executive Assistant has a key role to play in the organisation at the operational level by assisting the Principal in the smooth and efficient running of the school. The Executive Assistant also supports the Senior Leadership team, the administration team and the broader school network.
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Key contacts:	Internal: Principal, Executive Director Corporate Services, Senior Leadership Team, Administration Team, staff: Teaching and Non-Teaching.
	External: Parents/Guardians/Carer's, suppliers, contractors, other Independent Schools, software providers.

Candidate skills/Qualifications:	Sound and proven skills in secretarial and administration. Proficient in MS Word, PowerPoint, Excel and Outlook. The right to work in Australia Hold a Working with Children Check Police Check First Aid Certification
Essential:	The position requires a high level of competency in a wide range of areas including secretarial, administration, communications, and a good understanding of organisational operations and minute taking experience.
Desirable:	Knowledge of Synergetic Software Previous experience at an Independent School Previous experience as an Executive Assistant or Personal Assistant highly regarded.
Personal Characteristics:	This position requires a high level of professionalism when dealing with the School community: The successful candidate will have: Initiative Excellent interpersonal and communication skills – written and verbal Sound time management skills Professional conduct and presentation Maintain confidentiality and exercise discretion The ability to multi-task



	Will be: Supportive Highly organised Flexible
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Responsibilities/Tasks	<p>Maintain, organise, and coordinate the Principal's diary; planning and scheduling of appointments and meetings including travel arrangements.</p> <p>Screen phone calls and enquiries.</p> <p>Respond to incoming calls, mail and emails.</p> <p>Compose correspondence for the Principal as required.</p> <p>Disseminate information for and on behalf of the Principal.</p> <p>Filing – maintenance of and new systems.</p> <p>Timely word processing, photocopying and associated duties.</p> <p>Take Minutes for meetings such as, but not limited to:</p> <ul style="list-style-type: none">• Staff Briefings• Marketing Meetings• Senior Leadership Team Meetings• Executive Meetings• Other <p>Prepare meeting Agendas and collate and distribute documentation for abovementioned meetings.</p> <p>Coordinate/liaise with meeting attendees and information as required.</p> <p>Set up venue and pack down for meetings; provide and serve refreshments; tea, coffee, water, set out cutlery, serviettes, name plates etc.</p> <p>Arrange catering as required for meetings. Collecting catering if required.</p> <p>Meet and greet meeting attendees including offering and arranging refreshments.</p> <p>Act as a PA to Executive Staff to provide secretarial services for policies, procedures, grant submission letters, handbooks, booklists and general correspondence as required.</p> <p>Involvement in meetings as requested by the Principal and/or Senior Leadership Team.</p> <p>Provide accurate information and data input into school database(s).</p> <p>Provision of current and relevant information to staff, students, parents and the School community as required.</p> <p>Assist/coordinate mass distributions such as newsletters, letters, reports, fee information and general correspondence.</p> <p>Administrative duties to ensure the smooth operation of the</p>
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	<p>Principal's role, office, team and surrounds.</p> <p>Ad-hoc duties within the scope of the role and the candidate's ability, to enhance the success of the School.</p> <p>Representing the School in a professional manner ensuring the School's profile and image are supported and endorsed.</p> <p>Assist other Administration Staff.</p> <p>Prepare class booklists in conjunction with the Head of Teaching and Learning and Heads of Learning Area.</p> <p>Coordinate production of Student and Teacher Planners; liaise with printer and key staff to ensure accuracy and timely product.</p> <p>Relieve Reception as required including fielding incoming calls and visitors and responding to student, parent and staff needs.</p> <p>To be familiar with and provide current and relevant information to staff, students and parents and the school community.</p> <p>Coordinate and purchase school awards & trophies</p> <p>Naplan – assist with Coordination</p> <p>Act as Vass Coordinator – See position description</p> <p>Assist/support HR Manager and Principal with HR including the Recruitment/Selection processes and documentation</p> <p>Maintain a highly organised, clean and tidy work area.</p> <p>Assist with First Aid as required.</p> <p>Assistance with any administrative matters for first aid emergencies.</p> <p>Perform end-of-day procedures; lock up Administration Building, tidy Staff Room.</p> <p>To foster and maintain a close working relationship with staff to maximise successful outcomes for the Schools.</p> <p>Other duties as directed.</p>
Duty of Care	<p>To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.</p>
Tenure	<p>The position is a permanent full-time appointment after the successful completion of a six month qualifying period.</p>
General Conditions	<p>Unless otherwise agreed, the terms and conditions of employment are those of the Award.</p>
	<p>Annual Leave entitlement is 4 weeks per annum to be taken during school holiday periods.</p> <p>Superannuation as statutory regulations</p> <p>Hours of work: 38 hours per week, Monday to Friday 8:00am to 4:00pm with a 30 minute unpaid lunch break, unless varied to</p>



	accommodate work practices or individual needs which have been agreed to with the Principal. Some meetings occur after hours and time in lieu will be available. Salary packaging is available
Location	You will be located at Casey Grammar School. However, please note that in the future you may be required to perform part or all of your work at other locations.
Commencement Date	TBC

Acknowledgement

I acknowledge that I have read, understand and commit to the responsibilities and key areas above.

Signed: _____

Name: _____

Date: _____

CSV Ltd, Casey Grammar School, Balcombe Grammar School and Clyde Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.

Signed: _____

Date: _____