



Position Description Personal Assistant to the Principal

Position	Personal Assistant to the Principal
Classification	School Administration Services Grade 5
Reports to	Principal
Supervises	No staff currently report to this position
Working relationships	This position works closely with the Principal, the Enrolments Officer and the Marketing and Development Officer.
Position Purpose	The purpose of this position is to provide direct assistance to the Principal and to manage the Principal's office. This is an extremely busy position with significant responsibilities and high-level interactions with senior staff and personnel from external organisations. A high level of professionalism and confidentiality are key components in carrying out this role.
Qualifications/ Experience	<p>Current <i>Working with Children</i> Check is mandatory. (www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children)</p> <p>A minimum 3-5 years' successful experience in a similar position is preferred.</p> <p>Be an active member of a Christian Church and accept the College's Statement of Faith.</p>

Key Accountabilities

Statutory Responsibilities	<p>This position is required to support the achievement of the College's mission and values together with the aims of the Strategic Plan.</p> <p>Our Vision Every student achieves their potential through Christian education.</p> <p>Our Mission King's College provides a caring Christian education to effectively prepare confident young people as lifelong learners equipped to know and serve God in a changing world.</p> <p>Our Purpose To support personal growth and positive transformation through the power of Christ-centred learning.</p> <p>Values</p> <ul style="list-style-type: none"> • Faith • Excellence • Integrity • Respect • Perseverance • Humility <p>This position is required to ensure compliance with all statutory responsibilities pertaining to matters delegated by the Principal.</p>
Commercial Management	No accountabilities for this position.
Fiscal Management	Where this position is accountable for the management of any College funds, such management must be in accordance with operating guidelines as determined by the Principal or College Council.
Consultation and Communication	<p>This position is responsible for the development and maintenance of effective and positive relationships with students, staff, parents, suppliers and community members.</p> <p>Specific to this position is the importance of having positive interactions with all parents, suppliers and community members as the Principal's representative.</p> <p>All College employees are required to promote and maintain a positive College image and good community relations.</p>
Business Development and Innovation	No accountabilities for this position.
Asset Management	The College must manage its resources to ensure optimum life. All employees are expected to assist the College to maintain resources

	provided for the delivery of educational and support services in a safe environment and in good order.
Risk Management	<p>This position is responsible and accountable for managing all elements of risk relating to their role as Principal's Personal Assistant.</p> <p>This position is responsible and accountable for directing any safety concerns to the Workplace Health and Safety Leader or the Principal immediately.</p>
Human Resource Management	No accountabilities for this position.

Duties

- Manage the Principal's diary and monitor meetings and other activities to maintain daily schedules.
- Minimise disruptions to the Principal's day while supporting an 'open door' policy.
- Filter and manage information to and from the Principal's office and redirect information or correspondence to other College staff where appropriate.
- Manage highly confidential matters on behalf of the Principal.
- Draft routine correspondence for Principal's signature (emails, letters, memos, etc.).
- As required, help maintain the Principal's filing and office systems in an orderly, user-friendly fashion. Ensure all records are up-to-date and that sensitive and confidential information is securely and appropriately held and readily accessible.
- Manage the administrative component of the staff recruitment and appointment process.
- Attend Executive Leadership Team meetings, minute taking and distribution of Agenda / Minutes.
- Assist the Principal with annual compliance reporting and government census requirements.
- Prepare content for the Annual Report and other regular reports.
- Arrange for review of College policies as they fall due for review.
- Type presentations and speeches, magazine and newsletter articles, media releases, etc.
- General administrative tasks such as processing student awards, coordinating school photos, arranging bookings for parent-teacher interviews, making V Line and accommodation bookings for student groups and managing professional development applications.
- Book and co-ordinate travel arrangements, conferences and accommodation (both domestic and international) for the Principal.
- Prepare School Council reports and papers to meet monthly deadlines.
- Book venues and technical requirements for presentations as required by the Principal.
- Book restaurant venues for the Principal as required.
- Co-ordinate catering and invitations for all functions involving the Principal, including liaison with caterers, preparation of attendee lists, menus, photos, name tags, etc.
- Maintain monthly records for the Principal's credit card account.
- Prepare and maintain a College Staff Handbook.
- Oversee the production of the annual College Calendar.
- Update staff leave in the staff absences calendar.
- Liaise with the College Executive and other College staff, parents and students, on behalf of the Principal.
- Liaise with personnel from external organisations.
- Prepare briefing notes for the Principal as required.
- Manage VIT requirements and prepare annual on-line return.
- Greet visitors on behalf of the Principal and make arrangements for refreshments, lunch, etc.
- Organise delivery of flowers on behalf of the College for births, deaths, illness, etc.
- Support and promote the College's policies and practices for Work Health and Safety and Equity.
- Attend College events, including hosting on behalf of the Principal.

- In the absence of the Principal, manage the Principal's office to ensure routine matters are handled smoothly.
- Make decisions on routine matters on behalf of the Principal.
- Contribute to the process of communications and building of relationships with parents and internal stakeholders.
- Prepare the monthly College newsletter.
- Prepare invitations, award certificates and trophies, and other relevant information for special College events
- Assist with events such as open days, orientations, information evenings, presentation nights, valedictory dinner, Year 10 Formal and Founders' Day.
- Provide timely, accurate and relevant reports as required.
- Assist with staffing the College reception as required.
- Fostering family confidence in all aspects of the College.
- Act as a positive role model for students.
- Be actively involved in the life of the College.
- Other duties consistent with the total operations of the College as requested by the Principal.

Performance Criteria

The Personal Assistant will demonstrate their effectiveness by the following indicators of performance:

- Principal is never double booked and is able to maintain the daily schedule constructed by the Personal Assistant
- Principal's office is run efficiently as measured by standards agreed between the Personal Assistant and the Principal
- Correspondence is prepared within agreed standards and timeframe
- Confidentiality is maintained
- Deadlines are achieved
- Decisions are made within agreed parameters
- Briefing notes provide the major details required by the Principal

Knowledge required

- Microsoft Software applications including detailed knowledge of Word and Excel
- Google Suite including Goggle Docs, Sheets, Slides, Drive and Forms
- Word processing and electronic document storage
- Database knowledge (Complispace, Compass)
- Records management and record keeping
- Operation and maintenance of a range of office equipment: personal computers and printers, photocopiers, laminators and telephone systems.

Skills required for this position

- High level of time management skills
- High level of diplomatic skills

- High level of interpersonal / customer service skills
- High level of communication skills, both written and verbal
- High level of negotiation skills
- High level of writing and drafting of correspondence
- Fast, accurate typing and proficiency with Microsoft Office Suite
- Ability to process and respond to information to facilitate communication flow
- Ability to operate a range of office equipment to complete non-routine tasks

Attributes required

- Professionalism and confidence to manage the Principal's office
- Ability to maintain confidentiality at all times
- Ability to operate under pressure and meet tight deadlines
- Ability to prioritise and establish own work schedule to achieve designated goals
- Ability to manage, direct and work with others under pressure
- High level of ability to operate with minimal supervision
- Ability to work as part of a team
- The initiative to make decisions
- Attention to detail
- Organisational and negotiation skills
- Diplomacy in dealing with others, strong customer service skills and pleasant telephone manner
- Ability to absorb and learn new things quickly
- Ability to take instructions and to complete a task or a number of tasks to achieve the required result
- Ability to be innovative and creative in striving for continual improvement

Performance Appraisal

<p>All staff are required to undertake a goal setting process. In this process the employee and supervisor negotiate:</p> <ul style="list-style-type: none"> • Goals for the next period • Strategies that will assist the employee to achieve the goals • Time frame for interim review and achievement of goals <p>Key Performance Indicators</p> <p>Key performance indicators will be negotiated annually and will reflect the following aspects of the Principal's Personal Assistant's role:</p> <ol style="list-style-type: none"> 1. Accuracy, competence and confidentiality in all aspects of the role 2. Adherence to statutory legislation and requirements as they apply to the position 3. High level client satisfaction 4. Exemplary personal and professional behaviours

Working Relationships

<p>Internal</p>	<p>Principal</p> <p>College Council</p> <p>Senior Management</p> <p>Other staff at all levels across the College</p>
<p>External</p>	<p>Clients – College Families</p> <p>Department of Education and Early Childhood Development (DEECD)</p> <p>Department of Education, Employment and Workplace Relations (DEEWR)</p> <p>Independent Schools Victoria (ISV)</p> <p>External providers of any College services</p>

Key Selection Criteria

- KSC1 Demonstrated ability to undertake the duties and responsibilities of Principal's Personal Assistant and manage competing demands in a calm and ordered manner.
- KSC2 Well-developed interpersonal, oral and written communication skills with the ability to provide effective and appropriate advice and information to a variety of people.
- KSC3 Demonstrated understanding of the importance of confidentiality relating to any aspect of the College and the College's families.
- KSC4 Demonstrated commitment to high quality outcomes, including an attention to detail, and an ability to collate, analyse and distil information from a wide range of sources.
- KSC5 Demonstrated ability to exercise appropriate levels of judgment, initiative and confidentiality to ensure high level support for the activities of the Principal
- KSC6 Excellent computer skills, including high level skills in word-processing, email, electronic diaries, and preparation of tables, spreadsheets and presentations.
- KSC7 A demonstrated willingness to become actively involved in College programs and all aspects of College life.
- KSC8 Active involvement in a Christian Church.

Additional Factors

- Prospective employees are required to disclose any criminal history (including convictions which are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.
- Prospective employees of King's College are required to disclose any disciplinary history at the time of interview. A disciplinary history will not automatically exclude an applicant from consideration for employment with the College.
- A no-smoking policy is effective on the College campus, at College activities and in College vehicles.
- A high standard of professional dress is expected for all employees of King's College.
- Employees of King's College are expected to participate fully in the co-curricular life of the College.
- Travel may be a requirement of this position.