



## **ADMINISTRATION ASSISTANT TO THE PRINCIPAL**

### **POSITION DESCRIPTION**

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Administration Assistant to the Principal is appointed by and is directly responsible to the Principal. The Administration Assistant to the Principal provides administration assistance in relation to all aspects of the administrative functions associated with the Principal's office, serving as a facilitator for communication between the Principal and the College community. In this case, the Administration Assistant to the Principal works collaboratively with the Executive Assistant in this role. The Administration Assistant to the Principal also provides administration assistance to the Deputy Principal Staff in relation to all human resources functions.

The role requires high levels of organisational and interpersonal skills, with the capacity to work autonomously and as a member of a team. The nature of the role requires the Administration Assistant to the Principal to exercise discretion, confidentiality and sensitivity when working with the general public and members of the College community.

The Administration Assistant to the Principal, through their work, promotes an atmosphere of welcome, warmth and hospitality for students, staff, parents and members of the wider community.

The Administration Assistant to the Principal will support the mission, vision and values of the College as articulated in the College Mission and Vision Statements.

The Administration Assistant to the Principal will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety.

### **KEY RESPONSIBILITIES**

- Maintain confidentiality of various aspects of College operations including sensitive and personal information
- Create a welcoming atmosphere, receive and greet visitors as required
- Work collaboratively with the Executive Assistant to provide a high standard of administrative support to the Principal
- Provide administrative support to the Deputy Principal Staff.

## **SPECIFIC DUTIES**

### **Correspondence**

- In collaboration with the Executive Assistant receive and action incoming correspondence, phone calls and enquiries in a timely manner.
- Manage specific correspondence relating to students, families, staff and College operations.
- Ensure adherence to College Style Guide for all correspondence and documentation.

### **Reports**

- Prepare Annual School Report to the Community in accordance with MACS guidelines.
- Work in collaboration with the Executive Assistant on any further reporting requirements such as those requested by MACS, VRQA and CECV.

### **Staff Briefing**

- Prepare and circulate agendas and minutes for Monday and Wednesday morning staff briefings.
- Set up and record Monday staff briefings using Microsoft Teams.

### **General Administration**

- Scan and process all administration forms relating to students and staff. Obtain Principal's signature as required.
- Manage current publications/subscriptions/renewals and organise new subscriptions as directed by the Principal.
- Raise purchase orders relating to the Principal's office – Principal to sign.
- Organise gifts, flowers, and hampers at the direction of the Principal.

### **General Filing / Archiving**

- Maintain Filing Register for the Principal's Office
- File general office documentation and prepare for archiving when required ensuring College archiving procedures are followed
- File student records into central Students Files
- Maintain a hard copy files of:
  - Student and Staff Bulletins daily
  - Staff Briefings

### **Event Co-ordination**

- Organise Principal requested functions in collaboration with the Executive Assistant:
  - Create and distribute invitations to special guests.
  - Attend to all arrangements i.e., venue, car parking, catering.

### **HR Administration**

- Support the Deputy Principal Staff in the administration of:
  - Recruitment, selection, onboarding and exiting of staff (employees and volunteers)
  - Staff leave requests
  - Correspondence relating to current and returning staff
- Assist with the Provisional Loads process
- Manage Personnel Files of past and current staff
- VIT registration and Working With Children Check
  - Maintain a staff register of VIT registration and WWCC
  - Maintain a hard copy file of WWCC documents
- Maintain register of staff attendance at professional learning sessions
- Coordinate annual Staff Flu Vaccinations

## QUALIFICATIONS, EXPERIENCE & SKILLS

### Qualifications

- Victorian Certificate of Education or equivalent.
- Holding or working towards gaining certifications or qualifications in administration related fields will be highly regarded.

### Experience

- Experience working in an office environment as Executive Assistant, Personal Assistant or Administration Assistant.
- School office experience would be highly regarded.

### Skills

- Ability to exercise discretion, confidentiality and sensitivity.
- Excellent organisational and time management skills with the ability to prioritise.
- Professional level verbal and written (including proofreading) skills.
- Attention to detail.
- Strong interpersonal skills and the ability to remain calm and patient.
- Ability to work as part of team.
- Proactive in anticipating the needs of others.
- Excellent administration skills.
- Excellent IT Skills including the following:
  - In-depth understanding of, and ability to use, MS Office suite, especially Word, Excel, Power Point, Outlook and Teams.
  - Ability to effectively manage electronic diaries and calendars (Outlook).
  - Experience in digital file management (both network and cloud based).

## VARIATION TO THE ROLE

The Principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

## TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

<b>Reports to</b>	Principal
<b>Internal Liaisons</b>	Deputy Principal Staff, Staff, Parents and Carers and Students
<b>External Liaisons</b>	Sisters Of Our Lady Of The Missions, MACS and other regulatory bodies
<b>Conditions</b>	Education Support Officer - Category C, Level 3 (further classification dependent on qualifications and experience) Part Time - 0.6 FTE Monday, Wednesday and Friday - 8.00am – 4.00pm Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
<b>Appointment Time</b>	Ongoing