



SACRED HEART GIRLS' COLLEGE

EXECUTIVE ASSISTANT TO THE PRINCIPAL

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 Executive Assistant to the Principal is appointed by and directly responsible to the Principal. The Executive Assistant to the Principal provides personal assistance to the Principal in relation to all aspects of the administrative functions associated with the Principals' office, serving as a facilitator for communication between the Principal and the College community and the Principal and all outside contacts. The Executive Assistant to the Principal is expected to support the mission, vision and values of the College as articulated in the College Mission Statement.

The Executive Assistant to the Principal plays a very important role in the College. 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 Executive Assistant to the Principal to exercise discretion, confidentiality and sensitivity when working with the general public and members of the College community.

The Executive Assistant to the Principal ensures the Principal's office is characterised, as far as possible, by an open door policy in an atmosphere of welcome, warmth and hospitality for students, staff, parents and members of the wider community.

The Executive 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.

QUALIFICATIONS AND SKILLS

- Ability to multitask and prioritise tasks
- Excellent time management skills
- Well-developed organisational skills
- Attention to detail
- Great verbal and written communication skills
- Professional discretion
- Strong proficiency in Word, Excel, PowerPoint, Outlook, Microsoft Teams and SharePoint
- Ability to act proactively in dealing with a variety of situations

ROLE RESPONSIBILITIES

Communication

- Answer general telephone enquiries
- Process correspondence that is addressed to the Principal; distribute as required
- Monitor Principal email daily and action as required
- Process telephone calls on behalf of the Principal; assist with enquiries when the Principal is not available
- Greet visitors with openness, always aiming to best meet their needs

Planning

- Manage the Principal's diary: Make, arrange and monitor Principal's appointments for staff, students, parents and outside contacts, communicating to all involved

- Arrange weekly and cyclical appointments for the Principal including those with the Leadership Team and Advisory Council members
- Book Principal's attendance at professional learning and other professional commitments
- Organise invitations to special events for guests of the college. Ensure any special arrangements have been completed, e.g., provision of car parking

Preparation of reports

- Collate and prepare the Annual Report to the School Community
- Prepare Advisory Council reports
- Prepare the Principal's PowerPoint presentations as required

Administration and record keeping

- Administer and prepare correspondence on behalf of the Principal
- Prepare documentation and agendas for meetings attended by the Principal; notify participants; attend meetings as required; take minutes; distribute papers, notifications and minutes
- Provide secretarial support to the College Advisory Council and attend Advisory Council meetings for the taking of minutes
- Organise and prepare materials for special events and extraordinary meetings as required
- Process purchase orders relating to the Principal's office
- Organise catering for functions that are specifically the domain of the Principal
- Maintain files relating to the Principal's office, e.g., correspondence and Advisory Council minutes
- Maintain confidential files and ensure they are stored with the appropriate security
- Organise Principal's membership of and subscriptions to professional organisations

Professional Learning

- Commit to ongoing professional learning in your area of work
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of ICT skills as technologies evolve
- Be an active member of a relevant professional association as duties permit

General duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Maintain currency of mandatory reporting and anaphylaxis training and other certifications as required
- Demonstrate professional and collegiate relationships

VARIATION TO THE POSITION

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.

Reports to	Principal
Internal Liaisons	Administration Assistant to the Principal, Leadership Team, Staff
External Liaisons	College Community, RNDM Sisters, Canonical Administrators, Community Liaisons
Classification	Level 4 Category C - Full Time
Conditions	Appointment dependent on Criminal Record Check and WWCC Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2022</i> (or its successors)
Appointment Time	Ongoing, Full-time