

Administration and Communications Executive Assistant

The Administration and Communications Executive Assistant provides direct assistance to the Principal and manages the Principal's office while giving support to the Business Director, Communications Director and Enrolments Manager. The position involves significant responsibilities and high-level interactions with senior staff, members of the Board of Governors and senior personnel from external organisations. A high level of professionalism and confidentiality are key components in carrying out this role.

Reports to: The Principal through the Business Director
Collaborates with: Business Director, Communications Director, Enrolments Manager, Heads of Sub-Schools, teaching and non-teaching staff

Key duties and accountabilities include but are not limited to:

Assistance to the Principal

- Manage the Principal's diary, and monitor meetings and other activities to maintain daily schedules
- Ensure all relevant documentation is available for appointments and meetings
- 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 School staff where appropriate
- Manage highly confidential matters on behalf of the Principal
- Draft routine correspondence for the Principal's signature (leave requests, thank you letters, employment inquiries etc.)
- Liaise with Senior Leadership staff and other School staff, parents and students on behalf of the Principal when necessary
- Liaise with senior personnel from external organisations
- In the absence of the Principal, manage the Principal's office to ensure routine matters are handled smoothly

Assistance to the Business Director

- Board of Governors and sub-committee meeting papers distribution
- Work Health Safety Committee minutes
- Other administrative and business support as directed

Meetings

- Act as coordinator for the following meetings, including taking minutes, providing secretarial support and organising administrative procedures such as meeting notices, distribution of meeting papers, booking rooms, catering requirements:
 - Senior Leadership Team
 - Staff briefings
 - Enrolments Strategy Committee
 - Enterprise Bargaining Agreement meetings
- Produce and distribute accurate minutes for all meetings
- Assist with administrative support and preparation of relevant information and documentation for special School events
- Prepare meeting notices and distribute papers for meetings of the Board of Governors and its sub-committees

Human Resources

- Responsible for the HR email facility
- Take general inquiries about employment and forward to the relevant areas
- Coordinate receipt and acknowledgement of job applications, including arranging interview times and advice to unsuccessful candidates

- Gifts from the School for departing staff

Compliance Management

- Act as the Administrator for the compliance system SALT
- Follow up with staff who are not compliant
- Prepare reports for Senior Leadership and the Board

Communications

- Manage employment advertisements on seek.com.au, book space in print media, assist with uploading on School website
- Bulk email distribution
- General support to Communications Director

Enrolments

- Administrative support to Enrolments Manager
- Update enrolment data in administration system, including upload of enrolment documents
- Support at Tours and Visitor Days

Demonstrated skills:

- Advanced MS Office skills
- High level of communication skills, both written and verbal
- Ability to maintain confidentiality, reliability and integrity
- Highly developed interpersonal skills – tactful, diplomatic, resourceful and adaptable
- Ability to operate under pressure and meet tight deadlines
- Ability to prioritise and establish own work schedule to achieve designated goals
- Ability to be innovative and creative in striving for continual improvement
- Attention to detail
- Exceptional organisational skills
- Ability to take minutes and produce the minutes in a timely fashion
- Receptive to change
- Ability to manage the School's key stakeholders – internal and external

Conditions:

This is a full-time position commencing in October 2017.

The salary is determined by the St Peter's Collegiate Girls' School Enterprise Agreement and will be in the range of \$65,000 to \$72,000. Other conditions are as outlined in the Enterprise Agreement.

Some out of hours work is required and time in lieu can be arranged with the Principal.

JULIA SHEA
Principal

September 2017