Role
The Executive Assistant to the Principal & Human Resources Coordinator is responsible for providing administrative support to the Principal, Board of Directors and School Executive Team to ensure the smooth running of the Principal’s office.

He/she is also responsible for the coordination of administrative tasks with regard to Human Resources.

A high level of professionalism and confidentiality is expected in carrying out these roles.

Key Responsibilities

Principal
- Complete management of the Principal’s diary, including monitoring meetings and other activities to maintain daily schedules
- Filter and manage information and correspondence to and from the Principal’s office and redirect information or correspondence to staff where appropriate
- Draft, review and distribute routine correspondence on behalf of the Principal (whole school announcements, holiday requests, thank you letters etc.)
- Book and co-ordinate travel arrangements, conferences and accommodation (both domestic and international) as required
- Greet visitors on behalf of the Principal
- Make decisions on routine matters on behalf of the Principal

Board of Directors & School Executive
- As required liaise with Board Members and the School Executive in relation to correspondence, appointments, meetings and phone calls
- Manage the preparation and distribution of Board and Executive Papers
- Organise and manage the booking of facilities, catering and other requirements for Board Meetings, Executive Meetings and functions
- Attend Board and Executive meetings
- Take and distribute Board and Executive Meeting minutes
- As required manage the induction of new Board Members
- Update and maintain the Board Portal, the Board Member re-election schedule, contact list and register.
- Provide a level of support to members of the Board of Directors and the School Executive as required.

Human Resources
- Coordinate the recruitment, selection and appointment processes
- Facilitate the induction and orientation process for new staff
- Complete employment related administration (employment contracts, change of employment letters, position description updates, etc) in an accurate and timely manner
- Maintain hard copy and electronic staff files to ensure they are up to date (Personal details, VIT, WWC, Leave etc.)
- Provide a first point of contact for staff relating to Human Resources queries
- Provide support and advice to staff, and in staffing matters as required
- Coordinate the updating of Human Resource documents (organisational charts, staff room locations, phone list etc.)
- Organise delivery of flowers on behalf of the School for births, deaths, illness, etc.
• Understand and monitor current workplace laws, awards, EAs and policies as applicable
• Advisory management of Human Resource trends, strategies and benchmarks.
• Ensure the continuous review and improvement of the school’s Human Resource functions

Functions
• Organise and manage the booking of facilities, catering and other requirements for functions
• Prepare, send and manage RSVPs for functions
• Manage an accurate VIP data base
• Attend functions and host VIP guests as required
• Coordinate invitations, attendee lists, menus, photos, name tags, etc. as applicable

Additional Duties
• Additional duties as directed by the Principal.

Expected Outcomes
• Demonstrated support of and respect for the School’s vision, values, goals, policies and procedures.
• A welcoming first point of contact on behalf of the Principal to Board Members, staff, students, parents and external bodies.
• An effective diary management process that ensures meetings are held, schedules are kept and minimal disruptions and/or cancellations occur
• Accurate and timely provision of Board and Executive papers and minutes
• Accurate and effective provision of recruitment and employment related administration
• Successful coordination of meetings and functions
• Successful coordination and delivery of staff and board member inductions
• Demonstrated knowledge and understanding of current workplace laws, awards, EAs and policies
• Provision of accurate and timely correspondence, presentations and reports as required.
• Effective, positive and cohesive working relationships with all members of the school community and relevant external bodies.
• Prompt, accurate and professional responses to Board Members, staff, students, parents and external bodies.

Working Relationships
The Executive Assistant to the Principal & Human Resources Coordinator:
• Reports directly to the Principal.
• Provides support and advice to the Board of Directors as required.
• Provides support and advice to the School Executive as required.
• Provides support and advice to other staff as required.
• Liaises with external agencies and providers as required.

Qualifications & Experience
The Executive Assistant to the Principal & Human Resources Coordinator will hold tertiary qualifications and / or demonstrated knowledge and experience in a similar role.

The Executive Assistant to the Principal & Human Resources Coordinator must hold a current Working with Children Check (WWCC).
Knowledge, Experience and Skills

- Outstanding administration, organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organisation.
- Absolute discretion when dealing with confidential information.
- A solutions-orientated person with an ability and a desire to identify and bring about significant improvement, streamlining of processes, systems and record keeping.
- Good English language skills including grammar, spelling and punctuation.
- Demonstrates advanced computer skills and literacy with skills in MS Office/Word/Excel/Query, electronic diary applications, and the use of Synergetic database is strongly regarded.
- Highly developed keyboard skills and ability to format and present information accurately, quickly and logically.
- Experience with the operation of not-for-profit organisations desirable and a knowledge of the independent school sector an advantage.

Personal Characteristics

- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School.
- Presents a professional, positive, warm and welcoming persona.
- Demonstrates high levels of confidentiality.
- Cultivates credibility and honesty.
- Demonstrates a respect for and acceptance of differences in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute. Possesses a strong work ethic.
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail.
- Demonstrates initiative when making decisions.
- Demonstrates diplomacy in dealing with others, strong customer service skills and pleasant telephone manner
- Operates effectively in a collaborative team environment.
- Establishes a rapport and builds strong relationships.
- Shows a strong commitment to deliver exceptional service.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.

Committees & Meetings

The Executive Assistant to the Principal & Human Resources Coordinator is expected to attend:

- School Executive Meetings
- Staff Briefings
- Whole Staff Meetings
- School Executive Meetings
- Board Meetings
- Professional Learning Meetings
- Other meetings or committee meetings as required.

Child Safe Statement

Kilvington Grammar School is committed to providing a child safe environment. We want our students to be safe, happy and empowered as we support and respect all students, as well as our staff and
volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability.

All staff at Kilvington Grammar School are required to complete the School’s Child Safety and Protection training program. The staff intranet contains copies of the School’s Child Safety and Protection Policy, Mandatory and Non-Mandatory Reporting Procedures and the Child Safety Code of Conduct, which all staff are required to read.

**Additional Information**
This is full time position (1.0 FTE) and requires the Executive Assistant to the Principal & Human Resources Coordinator to work from 8:30am to 5:00pm, taking a daily one (1) hour lunch break (38 hours per week) Monday – Friday.

The Executive Assistant to the Principal & Human Resources Coordinator will be required to attend meetings and functions as part of, or in addition to, normal working hours. A number of duties will need to be performed at times other than during the school day or when students are in attendance.

The annual leave entitlement will be five (5) weeks per completed year of service or part thereof, pro rata. The timing of annual leave will be determined by agreement with the Principal, based on the operational requirements of the School.

In the event that the timing of annual leave cannot be agreed, the School may direct the taking of annual leave.