

Personal Assistant to the Deputy Principal



Primary Purpose

The Personal Assistant to the Deputy Principal provides secretarial and administrative support across a range of areas for which the Deputy Principal is responsible within the School.

1. Key Responsibilities

Communication

- Liaise with students, staff, parents and the community regarding appropriate issues and resolutions in a calm, professional, efficient manner.
- Facilitate and provide quality and efficient communication, written and verbal, between the Deputy Principal, Principal, staff and members of the School community, actively promoting the School's mission, values and goals.
- Build and sustain positive relationships with staff, parents, students and other members of the Kilvington community.

Administration

- Organise and co-ordinate meetings and appointments and maintain the Deputy Principal's diary, including making travel arrangements as required.
- Provide general administration of VASS including VASS data entry.
- Coordinate NAPLAN testing program.
- Assist with the administration of Synergetic reporting (COR and Semester).
- Provide administrative support to the Dean of Teaching and Learning as required.
- Prepare agendas, take and distribute minutes for Curriculum Team meeting, Pastoral Care Team meeting, IT Committee meeting and Global Connections team meeting.
- Manage invoices and budgets for the Deputy Principal.
- Organise Student Teacher Placements.
- Assist with the administration of school exchange programs.
- Word processing, letter writing, editing and proofing documents in line with the School's standards and style guides including the composition of appropriate responses (where required).
- Develop and maintain efficient document and file management systems – hard copy and electronic.
- Research and/or gather relevant data on specific directed topics to enable the Deputy Principal to respond to issues.
- Compile and collate relevant documentation as required.
- Manage telephone and email communications in and out of the office.
- Other tasks as deemed appropriate.

Event Management

- Manage events and venue bookings including administrative tasks and follow up communication.
- Arrange catering as required.
- Assist in the organisation of major events including, but not limited to, Celebration Night.

2. 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 Deputy Principal to 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 Curriculum Team papers and minutes.
- Successful coordination of meetings and functions.

- 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 staff, students, parents and external bodies.

3. Working Relationships

This position:

- Reports directly to the Deputy Principal

4. Qualifications

- A current First Aid certificate or willingness to train and obtain a First Aid Certificate
- A current Working with Children Check
- Experience in a similar role preferably within a school

5. 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.

6. Personal Characteristics

- Presents a professional, positive, warm and welcoming persona.
- Demonstrates high levels of confidentiality. Cultivates credibility and honesty.
- Demonstrates a respect for and acceptance of difference 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.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.
- Shows a strong commitment to deliver exceptional service.

7. Additional Information

This full time position requires the PA to the Deputy Principal to work flexible hours. The incumbent may be required to attend meetings, functions and School events outside normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.