

## ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Personal Assistant to the Head of School 6 - 12

<b>Our Mission:</b>	With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.
<b>Culture:</b>	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious.
<b>Position Title:</b>	Personal Assistant to the Head of School 6 - 12
<b>Position Classification:</b>	Lutheran Schools Officer – Administration Stream Grade 5 Lutheran Schools NT Collective Agreement 2021
<b>Tenure:</b>	Permanent
<b>Hours of Work:</b>	Full-time (38 hours per week with 6 weeks annual leave to be taken during school holiday time + 4 weeks Leave Loading)
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>Responsible to the Principal though the Head of School 6 - 12.</li> <li>Works closely with the Head of School 6 - 12, Deputy Principal, Head of Teaching and Learning, Head of Students, Administration Staff, Office Manager, Director of Development.</li> <li>Professional interaction with Good Shepherd Lutheran College students, staff, parents &amp; guardians, volunteers, visitors and suppliers.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>All staff must hold a current NT Working with Children Clearance (Ochre Card).</li> <li>The successful applicant will hold a satisfactory National Police Check.</li> <li>Inherent physical requirements of adequate strength, mobility, vision and hearing to perform duties.</li> </ul>

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## Role Description

### Position Summary

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The Personal Assistant to the Head of School 6 – 12 (HoS) will support the functions of the HoS 6 – 12 to complete necessary administration tasks and processes for the smooth and effective operations of the Howard Springs Middle and Senior Years. The role of a personal assistant can be highly varied and a high level of initiative is required.

The Personal Assistant often acts as the HoS's first point of contact with people from both inside and outside the organisation. This means that both technical and personal skills are a priority. The PA-HoS will perform standard tasks within the established guideline and with minimal supervision, while recognising the collaborative and team focused nature of this role. Operational decisions are to be made

within established guidelines, with any decision or proposed course of action beyond these parameters referred to the HoS.

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### **Key Responsibility Areas (KRAs)**

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Under the direction of the Head of School 6 – 12, the Personal Assistant to Head of School 6 - 12 will be responsible for:

#### **School Administration:**

- Provide high level and confidential administration support top the Head of School 6 – 12
- Devise and maintain office systems, including data management and filing
- Implement and manage initiatives that enhance the administration of the School
- Provide administrative and clerical support, including the preparation of correspondence, reports, suspensions and probations, contributions to relevant policies and procedures
- Proactively organise and manage the HoS electronic calendar to optimise tasks and workflow with meeting schedules and deadlines for information and documentation, whilst minimising disruptions, maintaining balance and providing adequate notice. This includes communicating with internal and external stakeholders to organise appointments/meetings and book rooms/venues
- Develop and demonstrate thorough knowledge of College policies, procedures, standards and executive functions, providing information, ideas and support on matters of concern
- Manage staff, student and family queries and complaints confidentially and diplomatically on the HoS's behalf; responding to personal, telephone, mail and email enquiries, researching relevant information and College policy and supporting the HoS in the follow up
- Produce documents, reports and presentations for a range of audiences (internal eg handbooks, students, parents, Senior Leadership Team, College Board)
- Form strong connections with parents and staff through professional, positive and comprehensive verbal and written communication
- Operate in close collaboration with Head of Teaching and Learning 6 – 12 and Head of Students 6 – 12
- Support the work of the HoS in processing of excursion applications and other variations to routine including management of the required approval documentation and collaboration with the College Administrator
- Coordinate and manage other administrative officers in the correspondence and communication in relation to Year 6 – 12 excursions, camps, information evenings and other events
- Manage confidential material associated with the Head of School and leadership team.
- Make bookings, as required, on behalf of the HoS
- Liaise with departments to prepare the annual School calendar and assist with the College's master calendar
- Assist with the general organisation of School related events by booking venues, maintaining checklists and run sheets, preparing programs, organising catering, placing work order, ordering

resources and supplies, and other associated tasks. (Start of year staff, staff days, Open Days and Award Nights, Valedictory Dinner)

- Assist the HoS in auditing campus facilities and lodging maintenance or IT requests
- Manage allocated budgets to ensure all purchases are within allocated budget guidelines

#### **General:**

- Ensure a consistently high level of customer service is upheld
- Support the delivery of the pastoral, curricular and extra curricular programs in line with the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that align with the College's objectives
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Any other duties as may reasonably be required by the Principal, Deputy Principal or Head of School 6 - 12

## **Employee Specifications**

### **Educational & Qualifications**

Any training or qualifications in education, administration, operations and logistics would be an advantage.

### **Key Performance Indicators**

- Effective and efficient personal and administrative support to the Head of School 6 - 12
- High standard of organisational, operational and interpersonal communication skills

### **Experience and Knowledge**

- Capacity to support the implementation of pastoral, curricular and extracurricular programs in line with the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that aligns with the College's objectives.
- Excellent communication and interpersonal skills
- Experience in dealing with a diverse range of people in a friendly and courteous manner
- Dependable, committed and enthusiastic

- Ability to work effectively in a team environment to achieve team goals and deadlines
- Flexible approach to work tasks
- Excellent organisational skills, including the ability to prioritise and manage multiple tasks concurrently
- Advanced knowledge in the use of Microsoft Office Suite, particularly in Excel or other databases
- Knowledge and experience of educational institutions
- Knowledge of and experience in the use of TASS School Management System (or other Student Information Systems) is highly desirable, but not essential
- Be the holder of, or obtain, a Working with Children Clearance (Ochre Card) and satisfactory Criminal History Check

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**Additional Information**

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- Regular meetings will be convened with the reporting line manager to ensure organisational priorities are addressed
- Annual work plans will be developed in line with the job description and GSLC priorities.
- Targeted training will be provided as appropriate
- Staff are bound by strict confidentiality requirements