

Executive Assistant to Deputy Principal/ Administration Support

Position Description



OVERVIEW

The EA to the Deputy Principal is responsible for the smooth organisation of the Deputy Principal's administration tasks. Tasks may be time sensitive so the ability to be flexible and manage time accordingly is important. In addition, confidentiality needs to be assured in this role due to the sensitive nature of the work. This role also includes administrative support for senior leadership positions within the College.

School/College Environment

FCJ College Benalla

POSITION:	EA TO THE DEPUTY PRINCIPAL / ADMINISTRATION SUPPORT	
REMUNERATION SCALE:	PER VICTORIAN CATHOLIC EDUCATION MULTI-ENTERPRISE AGREEMENT	
FULL TIME EQUIVALENT:	1.0 FTE	
REPORTS TO:	DEPUTY PRINCIPAL	
PRIMARY OBJECTIVE OF THE ROLE		
<p>The EA to the Deputy Principal is responsible for ensuring the smooth organisation of the Deputy Principal's administration tasks. In addition, administration support for the Directors of Learning & Teaching, Wellbeing and Catholic Identity, and the Learning Diversity Leader is a key component of this position. All members of staff are expected to support the school's Catholic ethos, traditions, and practices, and apply these to their work at all times.</p>		
STATEMENT OF DUTIES		
Specific:	<p>EA to Deputy Principal</p> <ul style="list-style-type: none"> • Maintain the Deputy Principal's diary and coordinate meetings and appointments. • Manage inbound/outbound telephone calls to the Deputy Principal and to enquiries from staff and public in a confidential and sensitive manner. • Provide general administrative and clerical support, including the preparation of correspondence, reports, notices, policies and procedures. • Assist with the preparation and implementation of new staff induction process. • Input and support to evacuation and emergency management procedures. • Act as minute secretary for the College Management Team including agenda preparation and distribution of Minutes for weekly meetings. • Have a sound knowledge of College policies, procedures, standards and functions, provide the Deputy Principal with information and support on matters of concern. • Use discretion and judgment in the absence of the Deputy Principal to manage or refer urgent matters to the appropriate staff. • Annual School Reviews: contribute to developing self-review documentation and preparation for validation panel in conjunction with the Executive Team. • Staff Handbook- annually review/ update with Deputy Principal. 	

	<ul style="list-style-type: none"> • Co-ordinate the Year 10 Pathways interviews, update documentation and presentations for the annual Information Sessions for Subject Selection. <p>Learning Diversity Administration Support:</p> <ul style="list-style-type: none"> • Organising documents and uploading to ROSEA and/or students files. • Sending out reports to parents and learning leaders • Making appointments for PSG meetings • Assistance around the collation and moderation of evidence for NCCD • Preparation of auditing documentation • Assistance with organisation of LSO supervision and timetabling • Assistance around the documentation and bookings of SCOPE sessions • Attending LSO meetings and Learning Diversity Coordinators Meetings. <p>Administration Support for the Directors: Learning & Teaching, Wellbeing, and Catholic Identity</p> <ul style="list-style-type: none"> • Assist with school wide data collection (NAPLAN, ACER Surveys/tests) • Assist with the administration of camps/retreats • Liaise with parents and arrange meetings as required • Liaise with other schools/stakeholders in the arrangement of masses and other school wide occasions. <p>Administrative Duties:</p> <ul style="list-style-type: none"> • Support the front office staff in customer service duties when required. • Any other duties as requested by the Principal, Deputy Principal or Business Manager.
<p>Child Safety / General Duties</p>	<ul style="list-style-type: none"> – 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. – Assist in the provision of a child-safe environment for students. – Demonstrate duty of care to students in relation to their physical and mental wellbeing. – Proactively support student wellbeing. – Exercise pastoral care in a manner which reflects school values. – Commit to ongoing professional development activities. – Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. – Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training. – Demonstrate duty of care to students in relation to the physical and mental wellbeing. – Attend all relevant school meetings and other applicable events, as required. – Demonstrate professional and collegiate relationships with colleagues.
<p>Qualifications and Requirements</p> <ul style="list-style-type: none"> – Qualifications in Business Administration are desirable, but not essential – First Aid Certificate HLTF301B – Apply First Aid – Current Working With Children Check and National Criminal History Check <p>Skills & Attributes</p>	

- High level IT skills – proficient in all Windows programs and online applications
- Ability to work as part of a team
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated Administration experience, preferably within an educational setting
- Proactive with a solid work ethic
- Ability and willingness to accept policy directives

Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not wilfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately.

KEY COMMUNICATIONS

INTERNAL

Deputy Principal
College Executive
Staff
Students

EXTERNAL

Parents / Guardians
Visitors to the School
Parish
Contractors

Commitment to Child Safety

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Date	Authorised By	Signature

Signed:

(Employee)

Date:
