



# PENINSULA

GRAMMAR

## POSITION DESCRIPTION

POSITION	Executive Assistant to the Principal
REPORTS TO	NIL
DIRECT REPORTS	Principal

### ABOUT PENINSULA GRAMMAR

Peninsula Grammar is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the Aims and Philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centered approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to undergo a regular performance review in accordance with the School Professional Review and Development Program.



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### **POSITION SUMMARY (KEY PURPOSE)**

As a member of the School staff the Principal's Executive Assistant is committed to the Aims and Philosophy of the School.

The Executive Assistant reports directly to and will keep the Principal appropriately informed about matters within the roles and responsibilities of the position.

The Principal's Executive Assistant will take the lead administrative role, which will involve ensuring the administrative staff maintain suitable professional standards.

The Principal's Executive Assistant is primarily responsible for the provision of efficient and effective administrative, clerical and secretarial support to the Principal and other Senior Staff members.

### **KEY RESPONSIBILITIES**

#### **Provide administrative and secretarial support to the Principal**

- Provide exemplary administrative and secretarial support to the Principal.
- Ensure at all times a highly confidential approach when dealing with sensitive issues relating to school community members in the course of his / her duties
- Prioritise and ensure that reports, business papers and correspondence are dealt with efficiently and promptly.
- Maintain the diary of the Principal and organise his travel and other related arrangements.
- Filing, preparation, collation and distribution of supportive documentation, notes and correspondence.
- Manage telephone calls.
- Advise the Principal of matters requiring personal attention, with associated deadlines, and preparing relevant documentation.
- Deal with matters requiring attention, or refer them to the appropriate person in the absence of the Principal.
- Liaise regularly with other members of the Senior Management team to provide the Principal with appropriate information and support.
- Liaise regularly with the Deputy Principals' Personal Assistant to facilitate and assist with communication between members of the Senior Management team.
- Liaise with members of staff and with parents to facilitate communication with the Principal, including arrangement of appointments, handling queries and complaints, etc.
- Administrative work associated with staff appointments, including advertisements, distributing applications and preparing letters of appointment for all staff and updates annually or as required.
- Oversee the maintenance of all confidential staff files.



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- Assist the Principal in communication with the Board of Directors, reports and preparation for meetings. Preparation of Meeting Schedule for the Board of Directors.
- Organise School functions for the Principal, including planning annual calendared events and catering for meetings.
- Prepare annual review letters for students with Bursaries and Scholarships.

### **Provide administrative and clerical support to the meetings**

- Take notes or minutes of various meetings when required.
- Check agenda and supportive documents and notes.
- Check details in all paperwork with others as necessary.
- Identify and take any follow up action arising from the notes that are required.
- Prepare facilities for meetings and conferences.

### **General administrative assistance**

- Oversee the work of clerical and other administrative employees, as well as making sure that everything is in place for the office to function smoothly.
- Assist in the maintenance of documentation of the office policy and procedures manual.
- Provide administrative support to other staff members as required.

### **Correspondence and communication.**

- Deal with correspondence addressed to the Principal.
- Assist with letters, speeches and presentations for the Principal.
- Draft written responses on behalf of the Principal, as required.
- Manage communication to the Principal by screening calls, letters and emails.
- Determine which require priority, and bring to the Principal's attention, and which communication is appropriate to deal with independently.
- Ensure parent satisfaction with the School at every opportunity.
- Demonstrate leadership by providing exemplary customer service.
- Organise gifts and flowers for staff and the school community as required.
- Ensure that this role is characterised as far as possible by an atmosphere of welcome, warmth and hospitality for students, staff, parents and other members of the School community.

### **Special projects**

- Carry out special projects as allocated by the Principal.
- Carry out research and analysis that may be needed for projects.
- Communicate with parents, clients and visitors to achieve aims of projects.
- Monitor progress of projects allocated to staff by the Principal.
- Prepare reports to the Principal on progress and implement any actions.



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### **Key Attributes:**

#### **Communication**

- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Communicates ideas on complex and sensitive issues clearly in writing, selecting language, tone and format to suit target recipients.
- Highly developed grammatical skills essential.
- Speaks in a clear and succinct manner and tailors language to suit target audience.

#### **Organisation and Planning**

- Able to organise and schedule tasks.
- Develops realistic action plans while being sensitive to time constraints and resource availability.
- Plans and manages multiple jobs at once.

#### **Eye-for-detail**

- Always accurate with a focus on getting things right first time.
- Able to proof read and make necessary adjustments.

#### **Logical Capacity**

- Intellectual Capacity – Learns new skills and ideas quickly and assimilates complex information, applying knowledge gained to a new setting.
- Problem Solving – Quickly defines complex and ambiguous problems, pinpoints key issues and develops workable solutions.

#### **Personal Presentation**

- Speak, dress and present in a highly professional manner which befits the image of the School.

#### **Flexibility of work hours**

- From time-to-time, be available to adjust work hours to suit the operation of the Principal's office.

#### **Positive Attitude**

- Bring a positive attitude to the workplace and be an energiser for colleagues.

### **CHILD SAFETY STANDARDS**

- Ensure all student safety standards and mandatory reporting requirements are adhered to.
- Attend all training and maintain compliance with all child safety legislation, standards and regulations.
- Complete all mandatory training in timely manner.



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- Escalate and report all matters related to student safety immediately.

### WORKPLACE SAFETY

- Ensure all health and safety regulations are adhered to.
- Report any equipment or situation that is hazardous or has the potential to affect the health and safety of Peninsula Grammar workplace.

### CORE DEMANDS

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)	<input checked="" type="checkbox"/>			
Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### QUALIFICATIONS & REGISTRATIONS

- First Aid – HLTAID003
- Working with Children's Check
- Police Check

Date: 03/05/2018