

Position Description

Executive Assistant to the Principal



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Employment Type: Full Time

Hours of Work: Monday to Friday – 7.30am to 3.36pm (includes 30min unpaid lunch break)

Direct Reports & Relationships:

The Principal is the employing authority and delegates management of the Executive Assistant to the Principal to the Director of Finance and Business Operations. The Executive Assistant to the Principal works under the general supervision of the Principal.

Remuneration

The position is classified as per the “School Officers” structure as set out in the Catholic Employing Authorities Single Enterprise Collective Agreement - Religious Institute Schools of Queensland.

Position Overview

The position entails all facets of secretarial, administrative and practical support for the Principal with some support for the College Leadership Team (CLT).

The Executive Assistant to the Principal upholds the highest level of integrity and trust. They represent the College and the Leadership team particularly the Principal, with self-confidence and discernment. They must embody dignity and formality in enacting their role and provide a high standard of service at Loreto College in accordance with College policies and procedures.

This position has direct responsibility to the Principal for the oversight and management of relevant technical operations and service interactions as an Executive Assistant.

Key Selection Criteria

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Demonstration of high standards of personal presentation, organisation, communication with staff, families, and other stakeholders, and in respecting the ethos and protocols of the College.
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs.
- A commitment to the goals, ethos, vision, strategy, and Mission of the College as a Catholic School in the Loreto tradition.
- Adherence to the policies, procedures, and practices of Loreto College.
- Maintaining confidentiality and integrity in all work-related matters at all times.
- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes.
- Demonstrated knowledge of information technology, including advanced MS Office 365, databases, file management and other software platforms as appropriate.
- Compliance with and understanding of the College’s Student Protection Policy & Processes.
- Current Positive Working with Children check is mandatory.

Duties & Responsibilities

Secretarial and administrative support to the Principal and the College Leadership Team (CLT)

- Proactively working in the closest of associations with the Principal, coordinating and managing their diary, daily routines, and all facets of the organisation of their office.
- Managing prioritisation, workflow, and support activities for the Principal.
- Managing and actioning incoming and outgoing correspondence, meetings, reports, bookings, filing.
- Attend as required, Principal's meetings such as the LSCC, liaise with Principal on agendas, take and distribute minutes and follow up action items.
- Assist with the preparation of reports; including but not limited to research, compiling, and editing documents, reports including the College Annual Report, Annual Chairs Report, LML Reports and School Board Reports and presentations.
- Act as an efficient and effective conduit between the Principal and CLT, the staff, families, students, and wider community.
- Work with the Director of Finance and Business Operations to ensure efficient use of administration staff and meeting the needs of the College Leadership Team.
- Exhibiting the highest level of judgement to ensure disruptions to the CLT schedules are minimised, whilst meeting the need to maintain their visibility. This includes foreseeing the impact of future activities, anticipating work demands and proactively engaging themselves in the CLT's schedule and task list.
- Receives enquiries, concerns and complaints and actions or forwards through appropriate channels.

Administrative responsibilities to the School Board through the Principal

- Attend to all correspondence and communication for the School Board.
- Assist the Company Secretary (Director of Finance & Business Operations) with tasks such as;
 - Maintaining Register of Company Members.
 - Updating and maintaining the Board Members with relevant papers and agendas, updating access as required.
 - Attending Board Meetings and acting as minute taker in the absence of the Company Secretary.
 - Generate correspondence as required for the School Board.
 - Knowledge of NSSAB Accreditation.
 - Other relevant tasks.
- Organise Board meetings and functions as required, room bookings, conference calls, online meetings, planning retreats, special dinners, catering.
- Assist the Principal with collection of data and structure of Principal's reports to the Board.
- Liaise with prospective Board Members, Directors and Committee Members regarding their appointment, contact information and information packs.

Provide Human Resources administration

- Assist with the process for staff recruitment.
- Co-ordinate the interview process, including the creation of interview packs for interviewers.
- Prepare letters of appointment and associated paperwork.
- Manage teaching and support staff employment records and files.
- Ensure copies of Teacher registrations, relevant qualifications from staff for files are current.
- Update staff database in TASS regularly.
- Coordinate the process for College Leadership Team reviews.
- Coordinate Principal meetings including ATAR predicted range interviews, SET interviews, meetings with staff and staff reviews.
- Oversee general enquiries and information from staff for the Principal.

Events organisation in conjunction with the Community Engagement Team

- Assist as required in the scheduling of College events.
- Assist the Community Engagement Team to implement College events.
- Maintain VIP list to ensure accuracy for invitations to College events.

Other Duties

- Assist the Community Engagement Team in the management of positive relations within the College community and externally.
- Implement continuous improvement initiatives within the scope of the Principal's Executive Assistant's areas of accountability and responsibility.
- Assist other staff as directed by the College Leadership Team or Director of Finance and Business Operations as operational needs arise.
- Arrange gifts and flowers as requested for College business.
- It should be noted that this position description, although detailed, is not exhaustive and the Principal may, at their discretion, vary the responsibilities of the Executive Assistant as operational situations, consistent with this position change.
- Some work outside of normal business hours will be required, as would be expected for this role, ensuring that the Principal is supported in times of urgency and need. In this situation, time off in lieu may be negotiated with the Principal.
- Assist the Principal in matters of personal organisation as required.
- Other duties as requested by the Principal, Director of Finance and Business Operations and/or another CLT member

Accountability & Extent of Authority

The Executive Assistant to the Principal is accountable for:

- Providing courteous and accurate information to parents, students, staff, prospective parents, suppliers, and visitors to the College.
- Promoting the College to external stakeholders.
- Carrying out tasks in a friendly and accurate manner.

Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.



Code of Conduct and Dress Code

Comply with all Loreto College Code of conduct and dress code standards. It is expected that as the Principal's Executive Assistant, that a professional standard of presentation will be maintained at all times.

Skills & Knowledge

Qualifications, Skills & Experience

- A valid Queensland Working with Children Check Positive Paid Employee Notice.
- Current First Aid Certificate.
- Advanced knowledge of MS Office suite.
- Relevant Certificate level qualification and / or previous experience in a similar type of administration role at an executive level.
- Experience at similar organisations such as independent schools is an advantage.
- Strong written and verbal communication skills with a high degree of accuracy.

Personal Qualities

- Excellent people, communication, and leadership skills with dynamic work habits
- Solutions-orientated with the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy
- Ability to manage time and planning and to organise own work and that of others to achieve set and specific objectives in an efficient way and within resources available
- Outstanding organisational skills, planning, analytical and high order thinking capabilities.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Personal sense of initiative, enthusiasm, and high energy.
- Outstanding attention to detail, commitment to customer service and ongoing improvement.
- A resourceful team member who can operate in a collaborative and inclusive environment.

Acknowledgement

This document provides a summary of the role and duties of the position. As the occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of Loreto College's Policies and Procedures.

Employee Name: _____

Employee Signature: _____

Date: ____/____/____

Manager Name: _____

Manager Signature: _____

Date: ____/____/____