



# Role Description

## Executive Assistant - Pastoral & Mission

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

Part Time (Term Time – plus 3 weeks per year, annualised over 12 months)

### Hours of Work

Monday, Wednesday, Thursday, Friday 8:30am – 3:30pm (includes 30min unpaid lunch break)

Tuesday 8:00am - 3:30pm (includes 30min unpaid lunch break)

### Direct Reports & Relationships:

The Executive Assistant - Pastoral & Mission:

- is part of the College's Administration Team
- is not responsible for the supervision of any other staff member
- works collaboratively with other members of the Administration Team to ensure a high level of administrative support for the staff, students and wider College community
- works under the direction of the Director of Pastoral Care and the Director of Mission and under the leadership of the Director of Finance & Business Operations

### Remuneration

The position is classified as Level 5 in the "School Officers" structure as set out in the Catholic Employing Authorities Single Enterprise Collective Agreement-Religious Institute Schools of Queensland 2020-2023.

### Position Overview

The position of Executive Assistant - Pastoral & Mission provides high level support to the Director of Pastoral Care and Director of Mission.

### Specific Duties

The Executive Assistant - Pastoral & Mission will:

- Provide executive and administrative support to the Director of Pastoral Care and the Director of Mission by implementing administrative systems, policies and procedures to maximise effective use of available resources
- Coordinate the diary bookings / appointments for the Director of Pastoral Care and the Director of Mission
- Assist with the organisation of Assemblies
- Assist with the organisation of Retreats
- Assist with the organisation of Masses and official school ceremonies
- Coordinate all school photo days
- Coordinate student vaccination program
- Assist with the Student Leadership Process and liaising with Student Leaders
- Coordinate the ordering of school badges including liaising with Department Head/Curriculum Leaders
- Coordinate the preparation and supply of the College student diary
- Attendance at College retreats, camps, excursions or incursions as required at the request of the College Leadership Team
- Provide additional administrative assistance to the Administration Team during periods of high activity to ensure mandatory requirements such as rolls are completed effectively
- Other administrative duties as requested by the College Leadership Team

## **Attributes**

The Executive Assistant - Pastoral & Mission will demonstrate:

- Professional approach towards the duties of the position
- Ability to adopt a customer-centred, service-oriented focus
- Ability to work collaboratively with other staff members
- Maintain a high level of quality in work performance
- Be proactive in addressing issues relevant to the position
- Be flexible and willing to adapt to changing circumstances
- Maintain confidentiality when dealing with sensitive matters
- Display a high level of integrity
- Treat others with respect and dignity
- Technological, analytical and logistical skills
- Organisation and communication skills

## **Values & Behaviours**

- Be committed to the goals, ethos and Mission of the College as a Catholic School in the Loreto tradition
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Have an awareness of and support for the policies, procedures and practices of Loreto College
- Maintain a high degree of confidentiality in all work-related matters and compliance with organisational policies and procedures
- Be prepared to be screened in accordance with the requirements of the Commission for Children and Young People and Child Guardian Act 2000

## **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 Work Health & Safety Policies, and proactively identifying and reporting all hazards, incidents and injuries to managers.

## **Key Selection Criteria**

### ***Essential:***

- Provision of high level support to a member of the leadership team within an education environment
- A valid Queensland Working with Children Check Positive Paid Employee Notice
- Knowledge of Catholic faith and traditions, assisting with the coordination of liturgies, ceremonies and services within a Catholic Faith based organisation
- Experience in use of school based student database (TASS preferred)
- Current First Aid Certificate
- Exceptional communication and interpersonal skills
- Ability to prioritise effectively
- Ability to maintain confidentiality when dealing with information of a sensitive nature
- Advanced working knowledge of MS Office suite, specifically Outlook, Word, Powerpoint, Excel, video editing and calendar management
- High attention to detail
- Ability to work a varying schedule

### ***Desirable:***

- Sufficient practical experience that would indicate that the Executive Assistant has the skills and abilities to competently undertake the duties of the position
- Desirable qualifications include a Certificate IV in a relevant field of administration