Principal’s Personal Assistant
(Position Description – June 2016)

The Principal’s Personal Assistant (PA) will be responsible for providing administrative support to the College Principal and Business Manager. The provision of high level administration support to the Principal and Business Manager is vital in ensuring the College continues to be managed in an effective manner and operates as a dynamic and progressive educational organisation.

The Principal’s PA will be a highly motivated and energetic individual displaying excellent interpersonal, information technology, time management and administration skills. The Principal’s PA will need to exhibit a personal commitment to the mission and vision of Margaret Jurd College, have an excellent eye for detail, display initiative and commitment to achieving quality outcomes.

Job Title: Principal’s Personal Assistant

Reports To: Principal

Key Selection Criteria

The Key Selection Criteria that will be used to select the Principal’s Personal Assistant and must be addressed in the application are:

1. Qualifications and experience relating to administration/information technology
2. Demonstrated high level organisation skills with a demonstrated ability to prioritise tasks
3. Demonstrated success working as a Personal Assistant to a senior level manager
4. Demonstrated attention to detail and accuracy
5. Ability to ensure confidentiality when dealing with issues
6. Demonstrated respect for and commitment to working within the philosophies of the Uniting Church.
7. Unrestricted drivers licence and own comprehensively insured vehicle

N.B. As per the Children and Young People Care and Protection Act 1998 (prohibited employment act 1998) All staff at Margaret Jurd College must obtain and maintain a Working With Children Check carried out by the employment screening unit of NSW Commission for Children and Young People
Duties and Responsibilities

1. Administration Tasks

- Project management – staff appointments and maintaining staff files, reviews, filing projects, assistance with capital projects for example.
- Point of first contact for staff members wishing to meet with the Principal
- Organise appointments for the Principal to meet with staff members, members of the Board, parents, prospective employees, and other visitors to the College
- Organise letters of appointment for new staff and ensure information is circulated to key personnel to enable the commencement of the staff induction process (in liaison with the Business Manager)
- Maintaining staff files, ensuring confidentiality and legal requirements of Privacy Legislation is respected
- Organising catering and other meeting requirements as required by the Principal
- Screening and responding to phone, email and other communication enquiries on behalf of the Principal and Business Manager
- Telephone follow up of matters on behalf of Principal
- Formatting of letters and other documents for the Principal
- Coordinate travel, accommodation, meeting and conference arrangements for the Principal as required
- Taking, distributing and filing agendas and minutes
- Act as minute secretary for College Senior Leadership Team Meetings – distribute agenda and minutes following meeting
- Acts as minute secretary for the College Board
- Prepare, collate and distribute Board papers to all members of the College Board
- Opening and sorting of correspondence for the Principal
- Preparation of draft correspondence on behalf of the Principal as required
- Proof reading of documents as requested by the Principal
- Filing of documentation and other communications for the Principal
- Dissemination of information to members of the Principal’s Executive and other staff
- Responsible for statistical returns (Government and other external bodies) of a non-financial nature
- Assist the Principal and Business Manager in researching issues in order to present relevant material to various audiences and/or to improve the operations or performance of the College
- Prepare and maintain accurate staff database
- Ensure via the that the College’s student lists and databases are up-to-date and accurate
- Maintain College Administrative and Policy handbooks
- Attendance at committee meetings and other events as required by the Principal
- Any other duties as required by the Principal
2. **Maintaining Principal and Business Manager’s Diaries**

- Manage all appointments for the Principal, ensuring constant, accurate and effective communication and planning regarding specific meetings, appointments and other commitments
- Update the Principal and Business Manager’s diary as required
- Communicate any changes to Principal and Business Manager in a timely manner and
- Prioritise appointments for the Principal and Business Manager using professional discretion
- Ensure that communication protocols and channels have been followed before confirming appointments for the Principal (for example, have parents spoken with the relevant staff member about their concern?)

3. **Experience and Qualifications**

- Qualifications and experience relating to administration/information technology
- High level organisation skills with a demonstrated ability to prioritise tasks
- Demonstrated success working as a Personal Assistant to a senior level manager
- High level time management and ICT skills
- Demonstrated understanding of requirements under Privacy Legislation
- Demonstrated attention to detail and accuracy
- Ability to be flexible in regards to working hours – the job may require attendance at evening or early morning meetings for example
- Ability to be proactive and to use initiative in supporting the Principal and Business Manager
- Ability to develop systems to develop efficiency and efficacy
- Experience within an educational environment is advantageous but not a prerequisite for this position

4. **Support Staff**

The Principal’s Personal Assistant will be supported by a range of personnel, including:

- Principal
- Business Manager
- Principal’s Executive team

**Conditions**

Conditions are covered by the Independent Schools (Support and Operational Staff) Multi Enterprise Agreement, 2011-2014. This position attracts four (4) weeks’ paid annual leave (of which three weeks must be taken when the College is closed for the Christmas/New Year period; dates to be set on a year to year basis).
Remuneration

- Remuneration for the position will be negotiated with the Principal, but will be in line with scales for Senior Clerical Officer - Level 3. The school may also provide salary sacrifice benefits which may assist your take home pay.

It is requirement of employment that all staff at Margaret Jurd College maintain a commitment to maintaining a sound knowledge of and a working practice which reflects the following policies procedures and legislation.

- Children and Young Persons (Care and Protection ) Act 1998
- Children and Young Persons (Care and Protection –Child Employment) Regulations 2005
- NSW Interagency Guidelines for Child Protection Intervention 2006 edition (Keep Them Safe)
- NSW Ombudsman Act 1974,
- Work Health and Safety Act 2011
- Margaret Jurd College Policy on Confidentiality.
- Margaret Jurd College Code of Ethics
- Ethics and Beliefs of The Uniting Church in Australia
- Fire and Safety regulations.

Margaret Jurd College Policy and Procedure Manual is made available to all staff in both soft and hard copy. All legislative and affiliated responsibilities including but not limited to those listed are distributed to all staff upon commencement. It is a requirement of employment that all staff maintain an up to date working knowledge and adhere to the policies and procedures of Margaret Jurd College. Breach of Policy may result in staff coming subject to the Margaret Jurd College disciplinary procedure for Staff.

Tenure

The Principal’s PA position is Part-Time 33 hour PW ongoing position.

Key Performance Indicators

- Effective filing systems in line with the Australian Privacy Principles
- Well organised appointments schedule for the principal
- Staff records that are accurate and up to date
- Maintenance of board papers and the company binder
- Smooth operations of events inclusive of invitations to dignitaries and special guests, catering and resources required