

PERSONAL ASSISTANT TO THE HEAD OF SENIOR SCHOOL

POSITION DESCRIPTION

REPORTS TO	Head of Senior School
DIRECT REPORTS	None
KEY RELATIONSHIPS	Deputy Principal Director of Human Resources and Strategic Operations Personal Assistants to the Head of Junior School Deputy Heads of Senior School Facilities and Operations Manager Events and Community Engagement Coordinator School Calendar and Operations Coordinator Senior School Students Senior School Parents
PURPOSE	To provide high level administrative and operational support to ensure the smooth and efficient running of the Senior School. The Personal Assistant acts as the first point of contact for staff, students and external stakeholders, managing communications, scheduling and administration process with discretion, initiative and professionalism.
ENVIRONMENT	This is a full-time administrative position with normal hours of 38 per week. The hours of work are Monday to Friday from 7:45am to 3.51pm. Additional hours may be required during peak school times. This position includes 6 weeks of annual leave per annum.

KEY AREAS OF RESPONSIBILITY

Executive and Administrative Support

- Manage the workflow for Head of Senior School in relation to Senior School
- Maintain the Head of Senior School's calendar
- Manage and facilitate access of staff, students and parents to the Head of Senior School
- Provide hospitality for the Head of Senior School
- Perform other duties as requested by the Head of Senior School
- Comply with Lowther Hall's policies and procedures

Communication and Correspondence

- Manage, initiate and respond to correspondence on behalf of Head of Senior School
- Ensure that the Senior School Information in LowtherLink is accurate and up to date
- Work with staff to manage and monitor the School Calendar in relation to Senior School
- Prepare circulars for the Head of Senior School as required
- Prepare welcome letters for new staff joining Senior School
- Manage and resolve queries within authority level

Event Coordination

- Coordinate and plan Senior School events and activities to ensure they run smoothly
- Assist the Events and Community Engagement Coordinator to coordinate events relating to Senior School
- Support logistics for key school functions involving the Head of Senior School
- Assist with the booking of travel, venues, catering, gifts and flowers for all Senior School events and activities
- Assist in the preparation of assemblies, ceremonies, prize givings and Senior School events and provide technical support at these events as required
- Coordinate books and/or prizes including registration as necessary with external organisations, for all annual Senior School award ceremonies
- Assist to ensure all Senior School risk management processes are completed in Consent2Go for events relating to Head of Senior School
- Coordinate Senior School PowerPoint presentations and other multimedia presentations

Meetings and Scheduling

- Coordinate and schedule necessary meetings to support students with specific needs
- Develop reports, documents, meeting agendas and minutes as requested
- Create lists as required

Academic and Student Support

- Assist the Head of Senior School to monitor the report process for Senior School
- Manage student awards, badges, prizes, certificates and bears for new students

Relationship Management

- Build and maintain positive relationships with staff, students, parents and community members
- Handle sensitive matters and confidential information with tact and discretion

Risk, Safety and Compliance

- Support the risk management process for Senior School where required
- Achieve safety and compliance responsibilities
- Provide support for compliance requirements
- Enter any matters for Head of Senior School into the Lowther Hall Child Safety register
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met

Back-Up for Reception and First Aid (to be performed where required)

- Answer all incoming calls in a timely manner
- Accurately record and deliver all messages efficiently
- Provide personalised and friendly customer service to all visitors
- Manage the visitor registration process
- Manage student attendance
- Relieve in the Health Centre as required



VALUES AND BEHAVIOURS

CATEGORY	Expected behaviours
VALUES	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
COMMUNICATION	Communicates effectively, especially with adults
SCHOOL STANDARDS	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
BUSINESS OUTCOMES	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
PRODUCTIVITY	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
CONTINUOUS IMPROVEMENT	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
PLANNING	Demonstrates organisational skills Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An understanding of the Lowther Hall context
- Previous experience in and executive assistant or senior administrative role, preferably in an educational environment
- Advanced proficiency in Microsoft office (Word, Outlook, Excel and PowerPoint)
- Advanced knowledge of Synergetic or other data base systems
- Advanced knowledge of Consent2Go
- Advanced understanding of LowtherLink
- An understanding of Trybooking
- An understanding of the Parent Teacher Online (PTO) process
- An understanding of the accounts invoice system Alii



- A current and appropriate WWCC registration
- Willingness to undertake a National Criminal History Record Check upon appointment
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current anaphylaxis management qualification
- Current asthma management qualification

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Confidentiality
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

