

Personal Assistant to the Principal



LORETO
COLLEGE

www.loreto.sa.edu.au

Position	Personal Assistant to the Principal
Terms	Permanent full-time – 37.5 hours per week 48 weeks per year <i>Some out of hours work may be required</i>
Classification	Education Support Officer Administration Stream Grade 5 Year 1
Responsible to:	Principal

Loreto Mission

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that 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.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Personal Assistant to the Principal is to work under the direction of the Principal. The responsibilities of this role are to provide the Principal with effective support to assist her in carrying out the essential purpose of ensuring that Loreto Marryatville pursues excellence in education within the Loreto traditions.

The executive duties and responsibilities are such that the highest level of confidentiality and discretion are required. The Personal Assistant to the Principal must at all times promote and represent the College in a friendly, enthusiastic and professional manner.

The Personal Assistant to the Principal's prime responsibility is to ensure the smooth and efficient operation of office systems which support the Principal.

Key Accountabilities	Responsibilities and Expectations
<p>Working effectively</p>	<ul style="list-style-type: none"> • completing management of the Principal's diary, including monitoring meetings and other activities to maintain daily schedules; • filtering and managing information and correspondence to and from the Principal's office and redirecting information or correspondence to staff, where appropriate; • assisting with the preparation and distribution of agendas for meetings; • where required, taking minutes at relevant committee meetings and preparing and distributing minutes to all relevant stakeholders in a timely manner; • receiving and punctually relaying accurate messages to the Principal, Assistant Principal: Learning and Innovation, Assistant Principal: Wellbeing and Engagement and Executive Director: HR, Risk and Compliance; • prioritising all matters, requests and complaints into the Principal's office with diplomacy and initiative; • greeting visitors on behalf of the Principal with openness always aiming to best meet their needs; • communicating effectively with staff to assist them in supporting students' development and well-being; • managing the preparation and distribution of Board and Executive Leadership papers; • organising and managing the booking of facilities, catering and other requirements for Board meetings; • providing a level of support for the Chair of the College Board; • preparing support materials for Years 10, 11 and 12 examinations; • overseeing the appropriate transfer of archival materials to Archives;

- maintaining a comprehensive suite of records and information relevant to both the specific responsibilities of the Principal and broader administrative requirements of the College;
- word processing/formatting, photocopying and/or receiving correspondence including letters, memos and reports for the Principal (and on behalf of the Principal, as required);
- receiving, screening and returning telephone calls as required;
- reading correspondence and material received by the Principal;
- organising Principal's travel arrangements and planning itineraries;
- booking and coordinating travel arrangements, conferences, accommodation (both domestic and international), as required;
- providing administrative support for SACE examinations;
- collating information and preparing relevant documentation required for meetings convened by the Principal;
- ensuring the provision of sufficient administrative support including reception, telephone attendance, mail handling, facsimile communications, copying, printing and stationery;
- monitoring work standards and quality in the administrative function;
- monitoring the workload of the Receptionist and Student Services Officers on both campuses and ensuring that work allocation makes appropriate use of resources;
- allocating urgent and overflow work as appropriate;
- ensuring the provision of appropriate support material for WHS drills;
- working closely with the College Executive Leadership;
- working closely with the Chairperson of College Board;
- engaging in professional development opportunities or associations in relevant areas which are external to the College;
- taking responsibility for achieving challenging personal professional goals;
- developing and sustaining a positive image and profile within the Loreto community;
- engaging in reflective reviews with your line manager;

Mission and Ethos

- knowing, accepting, embodying, and developing the Loreto mission and values;
- having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;
- fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- role modelling Christian values in all dealings with students, staff and parents;
- maintaining confidentiality at all times and demonstrating high professional standards within the College and community;
- providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;
- supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;
- undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;

Person Specification

Knowledge and Skills Required

- Outstanding administration, organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks
- Excellent interpersonal skills, including the ability to listen and communicate effectively
- Strong capacity to achieve positive student, parent and staff relationships
- Excellent communication skills, both verbal and written, that can be used effectively with staff, parents, students and members of the public
- Absolute discretion when dealing with confidential information
- Ability to gather and process information quickly
- High attention to detail
- Ability to work, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Strong customer service focus and act in a professional manner at all times
- Have an understanding of the Catholic ethos and be supportive of the College's values and expectations

Essential Skills

- Experience in Microsoft Office computer packages including Word, Excel, Publisher and PowerPoint, electronic diary applications
- Highly developed keyboard skills and ability to format and present information accurately, quickly and logically

Qualifications

- Tertiary degree preferred, or an equivalent of education plus experience in an office environment at executive level

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review discussion is undertaken annually with your line manager to provide feedback for development and growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

February 2023

Applications

Applications for the position of Personal Assistant to the Principal should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Tertiary degree preferred, or an equivalent of education plus experience in an office environment at executive level
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Abuse and Neglect certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Monday, 6 March 2023