



Marist-Sion College

Position Description

Personal Assistant to the Deputy Principal

STATEMENT OF DUTIES	
Position Objective	To provide executive and administrative support to the Deputy Principal and ensure the Deputy Principal's office is managed in an efficient and effective manner.
Organisational Relationships	<p>Reports to: Deputy Principal</p> <p>Supervises: NIL</p> <p>Internal Liaisons: Business Manager, Principal, Deputy Principals, Director of School Administration, Reception staff, Teaching and Non-Teaching staff of the College</p> <p>External Liaisons: Members of the College Community and General Public</p>
Responsibilities	<ul style="list-style-type: none"> • To provide practical support. • To assist with calendar management. • To help prioritise issues requiring immediate attention. • To prepare materials for their various commitments, e.g. files and correspondence. • To prepare correspondence as required. • To assist with the management of correspondence and publications. • To maintain files/records. • To inform the Deputy Principal of the agenda of meetings/interviews and act as Minute Secretary as required. • To answer all telephone calls directed to the Deputy Principal, discerning if particular calls would be best directed to another member of staff. • In the event of the Deputy Principal not being available, to refer the matter in question to another appropriate member of staff. • To ensure visitors are welcomed and attended to in a positive manner. • To assist with the organisation, conduct and preparation for special events. • To provide support to other members of the Leadership Team as required. • To assist the Principal and Deputy Principal with arrangements for the pastoral care of students directed to their respective offices. • To provide general administrative support to other members of College staff, if requested. • This position provides service support and assistance to the College Deputy Principal in accordance with the various College policies and procedures and requires a high degree of confidentiality. • Initiative and resourcefulness are essential to this position, however decisions must be made in accordance with the specific wishes of the Deputy Principal. The Principal (or delegate) and Business Manager are available for guidance and advice.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Be open to professional development in your area of work. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve.

STATEMENT OF DUTIES

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues.
- Other duties as directed by the Principal and Deputy Principal.

Skills/Attributes

- Strong administrative skills
- Ability to build good rapport
- Approachable
- Resilient
- Dedication
- Flexibility
- Good research skills
- Attention to detail
- Ability to relate to and empathise with a range of people
- Excellent communication skills
- Sensitive listening and questioning skills
- Ability to cope with emotionally demanding situations
- Ability to work both on your own and with others

Updated 20 November 2020



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Selection Criteria

Personal Assistant to the Deputy Principal

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"> Understanding of the Catholic ethos is desirable; willingness to support the College's Catholic ethos is essential.
2. Commitment to Child Safety	<ul style="list-style-type: none"> Experience working with children. A demonstrated understanding of child safety. A demonstrated understanding of appropriate behaviours when engaging with children. Be a suitable person to engage in child-connected work. Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Experience in providing confidential / personal support to a director/manager, Principal or Business Manager. Experience and / or knowledge of working with Microsoft Office Products. Demonstrated experience in effective client record management. A current motor vehicle driver's license. <p>Desirable:</p> <ul style="list-style-type: none"> Experience in an educational environment. Experience with client database and publishing software.
4. Excellent interpersonal and communication skills.	<ul style="list-style-type: none"> Ability to communicate very well with a range of people in the College community, students and families. Confidently convey information clearly, considerate of others. Able to develop documentation and correspondence written in a fluent and concise manner.
5. Quality secretarial / administrative skills, with touch-typing ability and the ability to manage competing tasks simultaneously.	<ul style="list-style-type: none"> Ability to provide high quality administrative support, including coordinating a professional diary. Ability to provide quality minute taking for meetings and other purposes. Ability to create reports, as required, including the use of excel programs. Act as a liaison between students, families, College staff, College community and the Deputy Principal.
6. Problem solving and ability to co-ordinate administrative duties for special events.	
7. Personal qualities including resilience, dedication, flexibility and a desire to learn.	

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