



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Principal's Executive Assistant

Commencing 1 April 2019.

Please see the Role Statement below for information regarding this role.

This is a permanent fulltime position 37.5 hours per week 42 weeks during term time.

To be appointed to this position the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain Application Information. In addition to the documents and information requested, please also provide a statement no longer than two A4 pages addressing the selection criteria and personal attributes. These are listed in the Role Description.

Contact Mrs Pauline Mills on 02 62390621 or pmills@stedmunds.act.edu.au if you have further questions.

Applications close: 25 February 2019, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to principal@stedmunds.act.edu.au



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ROLE DESCRIPTION: PRINCIPAL'S EXECUTIVE ASSISTANT

1. GENERAL

- 1.1. The Executive Assistant (EA) works closely with and is responsible to the Principal for overseeing the smooth running of the Principal's office.
- 1.2. The EA provides high level executive and administrative services for the Principal and performs a comprehensive range of human resource, clerical, event coordination and communication duties.
- 1.3. The EA will also provide administration services and support to the Deputy Principal and other staff as directed by the Principal.

2. RELATIONSHIPS

- 2.1. Principal
- 2.2. Deputy Principal
- 2.3. College Leadership Team (CLT)
- 2.4. College Board Chair and Members
- 2.5. College staff – teaching and administration
- 2.6. College parents/carers
- 2.7. College students
- 2.8. Key stakeholders, including but not limited to; Edmund Rice Education Australia

3. SPECIAL CONDITIONS

- 3.1 Some out of hours work is required (Board Secretary), attendance at significant school occasions and other functions and events as negotiated

4. DISCRIPTION OF POSITION

- 4.1 Education Support Officer Grade 5
Refer to Support Staff Multi-Enterprise Agreement 2015-2019)

5. PERSONAL ATTRIBUTES

- 5.1 Uphold and contributes to the ethos of St Edmund's College
- 5.2 Provides empathy to families especially those in need
- 5.3 A pleasant, welcoming and receptive personality
- 5.4 Develops effective working relationships with a range of people
- 5.5 Communicates clearly with staff, students and parents
- 5.6 Ability to review personal performance and adjust appropriately

6. INDICATIVE DUTIES

Executive and administrative services for the Principal

- 6.1. Perform a range of duties as directed by the Principal, including but not limited to:
 - 6.1.1. Managing the Principal's calendar and appointments;

- 6.1.2. Managing incoming and outgoing correspondence, telephone calls and emails;
- 6.1.3. Preparing correspondence, documentation, presentations and reports, often in consultation with the Principal;
- 6.1.4. Preparing and distributing meeting agendas and associated paperwork for a range of meetings and interviews including but not limited to: Board meetings, CLT meetings and as directed by the Principal;
- 6.1.5. Preparing and booking travel arrangements as requested by the Principal;
- 6.1.6. Maintaining filing systems, both hard copy and electronic, for the Principal;
- 5.1.7. Process student leave requests that require approval by the Principal;
- 5.1.8. Purchase gifts as instructed by the Principal or their delegate;
- 5.1.9. Perform other duties assigned by the Principal that are relevant to the position and appointment level.

7. ADMINISTRATIVE SERVICES TO THE DEPUTY PRINCIPAL

- 7.1 Manage the calendar and appointments of the Deputy Principal
- 7.2 Perform other duties assigned by the Deputy Principal as required.

8. SECRETARIAL SERVICES TO THE COLLEGE BOARD

- 8.1 Minute secretary for the Board
- 8.2 Working closely with Principal and Board Chair, prepare and distribute Board documents to Members in a timely manner
- 8.3 Organise catering for Board meetings

9. HUMAN RESOURCES

- 9.1 Under the direction of the Deputy Principal, perform a range of duties associated with the recruitment of staff, including but not limited to:
 - 9.1.1 Preparing and publishing job advertisements;
 - 9.1.2 Corresponding with applicants and collating applications;
 - 9.1.3 Preparing interview packs for the interview panel and organising interviews;
 - 9.1.4 Preparing contracts for new staff;
 - 9.1.5 Communicating with successful applicants;
 - 9.1.6 Communicating with relevant staff regarding commencement of new staff.
 - 9.1.7 In consultation with the Deputy Principal and Director - Business Services, amend staff contracts for existing staff as required;
 - 9.1.8 Maintain staff files and staff data on the College's school management system
 - 9.1.9 Process staff leave forms and communicate with relevant staff if cover is required.

10. EVENT COORDINATION

- 10.1 Organise special events and specific College events as directed by the Principal; including but not limited to: EREA Principal's Conference, ACT Independent Schools Support Staff dinner; Principal's Morning Tea and Breakfast with the Principal;
- 10.2 Organise specific aspects of broader College events such as Mother's Day/Father's Day celebrations, whole College Masses, celebrations, assemblies, farewells, staff functions and events arising from the Community Development Office.

11. OTHER

- 11.1 Assist with collating and publishing the College weekly e-newsletter;
- 11.2 Reconcile monthly credit card statement;
- 11.3 Perform additional administrative responsibilities including proof-reading and editing;
- 11.4 Perform other duties that may be assigned from time to time by the Principal and Deputy Principal

12. SELECTION CRITERIA

- 12.1. Supports the vision and mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.
- 12.2. Considerable experience as an Executive Assistant or supporting senior management staff, ideally in a school setting and/or relevant tertiary experience.
- 12.3. Highly developed interpersonal skills and ability to maintain confidentiality and discretion;
- 12.4. Exemplary decision making and judgement skills
- 12.5. Highly developed organisational skills including the ability to plan and prioritise, manage time and ability to work autonomously;
- 12.6. Highly developed interpersonal skills with a solution focused approach;
- 12.7. Is able to negotiate and develop positive relationships with staff while being and is and is welcoming, courteous and calm;
- 12.8. Highly developed written and verbal communication skills;
- 12.9. Very well-organised and able to prioritise work and deliver to deadlines;
- 12.10. Advanced ICT skills, including proficiency using a range of software applications such as; the Microsoft Office suite, Word Press and other web-based platforms and school based software system such as Synergetic.

13. TERMS

- 13.1. Subject to the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2015-2019, and subsequent agreements.
- 13.2. Permanent full-time position.