



**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. We are an inclusive educational community that offers students the opportunity to study a broad range of subjects and participate in a comprehensive co-curricular program.

## **Executive Assistant**

We have an exciting opportunity for a passionate Executive Assistant to join our team (see the Role Description below). The role is full-time (38 hours/week), working 45 weeks a year. Ideally, the successful applicant will be able to commence as soon as possible however if you think you would be perfect for this role but can't start ASAP, please apply, we will wait for the right applicant.

Please note, you will need a current Working with Vulnerable People (WwVP) registration prior to commencing with us. In addition to this we expect that all staff at St Edmund's College Canberra support the values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Please 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 role requirements which are listed in the Role Description below.

Contact Ms Rachel Lemon on via [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au) if you have further questions.

Applications close: 5pm Monday 22 August 2022, addressed to:

The Principal  
St Edmund's College Canberra  
110 Canberra Avenue GRIFFITH ACT 2603  
Or email to [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au)



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## Role Description: Executive Assistant

### GENERAL

The Executive Assistant role is a permanent full time position working 45 weeks a year. The Executive Assistant is responsible for providing:

- Administrative support for the Principal, Deputy Principal and Director of Business Services.
- Administrative support to other members of the College Leadership Team (CLT) as required.
- Secretariat duties for the College Advisory Council.
- Human resources (HR) administration support for the Deputy Principal and Director of Business Services.
- Backup assistance to the Community Engagement Team.
- Coordination of events.

The Executive Assistant will also provide backup assistance in the Service Hub and other areas of the College as required.

The successful candidate will need to be available to attend occasional after hours events including College Advisory Council meetings and other significant College events.

### RELATIONSHIPS

- College Leadership Team
- College Advisory Council
- Finance Team
- Administration Team
- College community, including staff, students, parents/carers, former students
- Edmund Rice Education Australia (EREA) Staff
- External organisations and agencies

### DUTIES

#### **Administrative support for the Principal, Deputy Principal and Director of Business Services**

- Manage calendars and appointments.
- Manage incoming and outgoing correspondence, telephone calls and emails.
- Prepare draft correspondence, documentation, presentations and reports.
- Provide administrative support for other CLT members as required.
- Prepare and distribute meeting agendas, minutes and associated paperwork for a range of meetings and interviews including but not limited to Advisory Council meetings, CLT meetings and meetings with parents.
- Organise catering for meetings as required.
- Make travel bookings.
- Maintain filing systems, both hard copy and electronic.
- Process and track student leave requests that require approval by the Principal.
- Purchase gifts for departing staff, raffle prizes and supplies for the kitchen in the executive area.
- Perform other duties that may be assigned from time to time.

### **Human Resources (HR) Administration**

Under the direction of the Deputy Principal or Director of Business Services, perform a range of HR administration duties, including but not limited to:

- Prepare and publish job advertisements.
- Provide support for interview panels, including shortlisting applicants, arranging interview times, preparing interview packs and contacting unsuccessful applicants.
- Prepare staff contracts and letters of variation.
- Arrange onboarding of new staff, including, coordination and vetting of pre-employment information, entering new employee details in Synergetic and notifying relevant areas (ie IT and Administration teams).
- Maintain staff files and staff data on the College's school management system.
- Assist with other HR tasks as directed, such as enterprise agreement negotiations.

### **Event Coordination**

- Organise special events and specific College events including but not limited to, Canberra based EREA conferences and meetings, AISACT meetings, new parent functions, staff morning teas and staff end of term functions.
- Assist the Community Development Team with events they organise.

### **Other**

- Coordinate contributions for the College weekly newsletter and proof read all submissions prior to passing on to the Community Development team for preparation.
- Provide backup assistance to the Community Development Team, including but not limited to, preparation of the weekly newsletter and assisting with new enrolments.
- Provide backup assistance to the Services Hub, including but not limited to:
  - Answering the phone and attending to visitors.
  - Providing first aid to students.
  - Proof-reading, editing, formatting and printing documents.

### **ROLE REQUIREMENTS**

- Previous experience in an executive assistant or high-level administration role supporting senior management.
- Excellent organisation skills including the ability to plan, prioritise, and work autonomously.
- Highly developed interpersonal skills and ability to maintain confidentiality and discretion.
- Excellent written and verbal communication skills.
- Ability to work well in a team environment including the ability to work cooperatively with students and parents/carers.
- Strong event management skills.
- Strong ICT skills, including proficiency using a range of software applications such as the Microsoft Office suite and enterprise management systems or customer relationship management systems.
- Willingness to support the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.

### **TERMS**

- Must maintain a current Working with Vulnerable People registration.
- Must hold a 'Provide First Aid' qualification.
- Subject to the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023, and subsequent agreements.
- The successful applicant will be required to work 38 hours per week over 45 weeks.
- The full-time equivalent (FTE) salary will be circa \$85,000 - \$92,500 plus superannuation dependent on experience.