



St Aidan's Anglican Girls' School

Position Description: Executive Assistant to the Deputy Principal

Location: Administration Office

Reports to: Deputy Principal

Key Liaisons: Principal, ELT, Facilities Manager, HR Manager

Contract: Term time + Teacher Days

Last Updated: August 2019

School Ethos

St Aidan's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education.

- Reflect and nurture the mission and vision of the School
- Demonstrate commitment to leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintain confidentiality and overt support for the School and the Principal
- Consistently demonstrate professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrate commitment to the School's core values of faith, integrity, spirit, respect, courage and passion

Position Summary

The Executive Assistant to the Deputy Principal has responsibilities to support the Deputy Principal and other ELT members specifically in the areas of timetabling, staffing and diary management. Other responsibilities include daily event management, office communication management of school calendar.

Other Information

All employees of St Aidan's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Functions/Responsibilities – this is not meant to be an exhaustive list

- Overall support for Deputy Principal including staffing (in consultation with the HR Manager) and timetable and management of events (including the Annual Awards Ceremony and other special events).
- Diary management.
- Other administrative assistance as required to assist Deputy Principal in performing her tasks.
- Planning and management of events as required.
- General office management tasks.
- Any other duties as directed by the Principal.

Skills & Knowledge

- Strong interpersonal skills, including the demonstrable ability to deal with confidential information discreetly.
- Ability to work with minimal supervision and to use initiative, be well organised.
- Proficiency in the use of Internet Explorer and the advanced features of Microsoft Office Suite (in particular Access, Excel, Word, PowerPoint, Outlook) with accurate word processing skills.
- An understanding of TASS, timetabling and other database operations or an ability to acquire this.
- Ability to prioritise work and new situations as they occur.
- Ability to work well under pressure.
- High level of accuracy and attention to detail.
- Ability to communicate well with other team members and to work effectively as part of a small team.
- Able to use initiative and judgement in potentially complex, confidential situations.
- Excellent oral and written communication.

Experience and/or Qualifications

- Extensive experience in office administration and/or Executive Assistant's role.
- School environment experience (will be valued).

Selection Criteria

Abilities and Attributes

- Previous experience as an Executive Assistant.
- Advanced skills in all Microsoft applications and the ability to learn new systems in a timely manner.
- Excellent time management, including the ability to prioritise work and new situations as they occur.
- Ability to work well under pressure, juggling many tasks at one time.
- Easily takes direction and acts accordingly.
- Strong attention to detail and ability to think analytically.
- Ability to work as part of a team and to coordinate with people in different departments.
- Competent skilled autonomous worker.
- Well organised with a flexible approach.
- Able to use initiative and judgement in potentially complex, confidential situations.
- Excellent oral and written communication.
- Willingness to support the School's core values and Anglican ethos.

Requirements

- An ability to hold a Suitability Card issued by the Commission for Children and Young People and Child Guardian.
- An ability to hold a current Senior First Aid Certificate.

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law.