



Assistant to College Leadership

Position Description

Area of Employment	Middle/Senior School
Status and Tenure	Permanent Part Time
Position Reporting To	Deputy Principals
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Assistant to College Leadership provides a full range of administrative services to the Deputy Principals and Heads of Middle and Senior School. A high level of discretion, integrity and professional judgement are required in dealing with numerous confidential and sensitive issues.

Reporting and Working Relationships

The Assistant to College Leadership reports directly to the Deputy Principals, with accountability to the Director, Corporate Services.

PART A

Key Areas of Responsibilities

- Delivery of comprehensive administrative support to College Leadership through:
 - Telephone call management and action.
 - Diary management for appointments, meetings and engagements.
 - Providing timely and relevant communication to stakeholders, customers and team members and managing the preparation of correspondence.
 - Undertaking word processing, desktop publishing and office activities to produce reports, correspondence, submissions, emails and other information.
 - Monitor issues and work requiring attention by College Leadership.
- Maintaining the highest levels of confidentiality, professionalism and ethical conduct, recognising the sensitive nature of information accessed in supporting College Leadership.
- Providing administrative support for meetings, including the Curriculum Committee and Head of Year meetings, through the preparation of agendas, recording of minutes and coordination of associated documentation.
- Assist with the management of student matters that may include discipline, counselling, exclusion and suspension of students.
- Organise internal events and College Leadership functions, including MS/SS Learning Conversations, Year 7 Orientation and Information Nights.
- Facilitate the administrative processes associated with approved staff professional development and business travel.
- Liaising with external providers to facilitate the delivery of educational programs within the College.
- Provide administrative support for the Student Leadership process.
- Provide assistance to the EA to the Principal, as directed.





- Foster effective working relationships with all staff and members of the College community.
- Interact with diplomacy and professionalism with a diverse range of internal and external stakeholders on behalf of the College Leadership Team.
- Undertake regular reviews of current systems and procedures, using a team approach to improve efficiency and effectiveness.
- Actively promote and demonstrate the values of the College in all duties.
- Staff are encouraged to play an active role in the wider life of the College.
- Some out of hours work may be required to support functions and events, including Learning Conversations and staff functions.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

PART B

Essential Qualifications

- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate.

Desirable Requirements

- Experience in delivering high level executive administration support.
- Recent experience working in a school-based administration environment.
- Ability to work with minimal supervision.

Skills and Experience

- Excellent verbal and written communication and interpersonal skills.
- Demonstrated administrative skills with experience and knowledge of word processing and computer packages currently in use within the College.
- Experience in dealing with clients and the general public on a range of issues and in developing positive working relationships within a College community including students, and other staff.
- Proven ability to work as part of a team and independently with limited supervision.
- Demonstrated ability to handle high volumes of work, organise priorities, meet deadlines and take initiative where appropriate.
- Experience in establishing and implementing effective office systems and procedures.
- Ability to exercise judgement and initiative to resolve issues.

Personal Attributes

- Customer service ethos and positive mindset.
- Understanding of the Christian ethos as it applies in an educational setting, and you must be willing to support the Christian ethos of the College.
- Skills in establishing effective working relationships with staff, students, and parents.





Professional Appraisal and Engagement

- Active participation in constructive professional appraisal based on the Position Description and continually working to improve learning for students.
- Actively seeking professional development relevant to the above points.

