



## PERSONAL ASSISTANT – PRINCIPAL OF SECONDARY POSITION DESCRIPTION

**REPORTING TO:** Principal - Secondary

**CAMPUS:** Werribee

**TENURE:** Permanent – 5 days

### INTRODUCTION:

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### POSITION SUMMARY:

This position will be responsible for key administrative activities and tasks associated with the secondary school, with providing key organisational skillset and strength to the Principal and staff with the school. There will be roles and tasks that will need to be completed that will have a College wide and community breadth of focus.

### KEY RELATIONSHIPS (*refer to attachment A*):

- Principal Secondary
- Administration Assistant – Secondary
- Head of Learning Modules
- Head of Teaching & Learning
- Manager Community Development & Marketing

### KEY RESPONSIBILITIES & DUTIES:

#### A. Key Tasks

##### Reception / Office Administration

- Maintain and be responsible for the main Secondary office area including but not limited to phones, visitors, emails and enquiries.
- Provide general administration duties including filing & data entry
- As required assist in the distribution of correspondence such as letters, memos, emails, student reports, professional contacts including court orders or restraining order.
- Gather and distribute information to staff as required.
- Keep office well maintained, including ordering office and school supplies.



- Manage the current student sign in and out processes, until the process is updated and/or changed.
- Assist as required in new starter's orientation programs.
- Liaise with the Community Development Team to ensure all communication to staff, students and families are in accordance with our policies.
- As required, assist in DISPLAY procedures.
- Liaise with the larger administration team and PA's to ensure a collaborative and transparent approach occurs across the College.
- Receipting of purchase orders in the College SMS.
- Oversee the organisation of Parent / Teacher Interviews including date, booking schedule, staff needs.

### Secondary School Administration

- As required, provide support and assist the Principal.
- Actively manage the Secondary administration procedures and processes.
- Assist with academic language programs administration and appointments.
- Liaise with appropriate teaching staff including, Heads of Learning Modules, Year Level Coordinators, organisation of orientation days for new students
- Organise the preparation to the parent information nights.
- Assist with data administration with Secondary student discipline processes, including not limited to detention.
- Assist as required, the enrolment officer with parents on enrolment requirements for new students and school tours.
- Answer queries from students, staff and parents maintaining confidentiality on all relevant matters.
- As required, organise parent meetings for Principal, relevant Learning Modules or nominated representative.
- Coordinating team meetings as required, including minute taking if required.
- Order and monitor Secondary badges.
- Assist with NAPLAN as required.
- Produce Secondary behaviour work cards.
- Prepare relevant and approved school material to be sent hard copy or electronically, including reports and parent correspondence.

### Events

- Coordinate and work closely with Principal for events and school related activities to ensure a plan and appropriate calendars are set up for each new school year.
- Be responsible for the Secondary school related activities, this includes, but not limited to, booking the venue, organising first aid to attend (if required), liaising with key stakeholders, organising catering if required, liaising with relevant personal to attend.



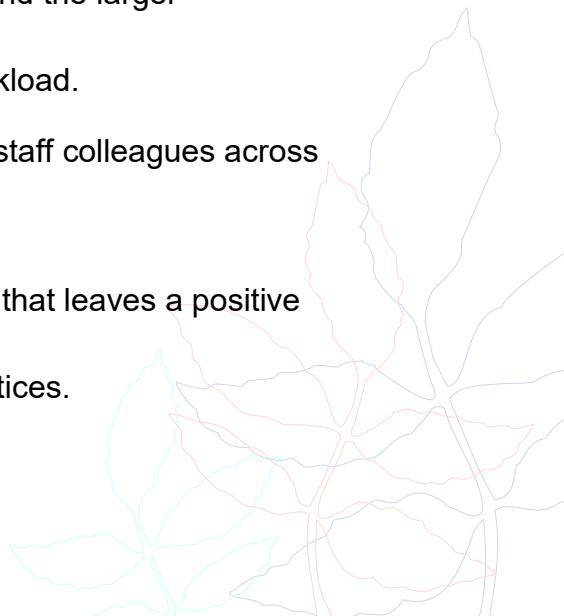
- Assist with teacher in charge of excursions/incursions/overseas trips and assist in printing and completion of all relevant documentation prior the date, including completion of risk registrar from teacher in charge and student/parent forms.
- Organise catering for relevant school events, including set up and clean up.
- Assist with teacher in charge, relevant camp and overseas trip administration and design, ensuring all communication is approved by Community Development Team, includes but not limited to local camps to international school trips.
- Assist with fundraising events.
- Assist with King's College and Tyndale administration.
- Prepare for the relevant awards nights, ensuring all items are organised, printed and prepared. Liaising with key personal to ensure the event is a success.
- Liaise with sponsors and collate end of year awards prizes for Secondary School.
- Produce the Secondary Awards & Presentation night script and program, working closely with Community Development Team.
- Liaise with teaching staff on nominations for end of year awards and events.
- As required, assist in the administration requirements for the bi-annual musical.
- Prepare information for start of year with communicating with Community Development.
- Assist with teacher in charge of excursions/incursions and assist in printing and completion of all relevant documentation prior the date, including risk registrar, First aid, and student/parent forms, buses and costs.
- Maintain meeting room bookings.

#### **B. Accountability**

- Ability to manage in a calm and efficient manner multiple tasks within set time lines / frames.
- Demonstrate a high level of communication, professional and interpersonal skills when relating staff, families and the larger community.
- Strong organisational skill in prioritising own workload.
- Provide assistance to other team members and staff colleagues across the College if or when required.

#### **C. General and Administrative**

- Provide an efficient and welcoming environment that leaves a positive impression of the College.
- Adhere to College policies, procedures and practices.





- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.
- Participate and attend staff meetings, when required.
- Assist with the co-ordination of Werribee events and activities managed by the Marketing and enrolment team including Open Days etc.
- Participate in Professional Development as required.

#### **OTHER DUTIES:**

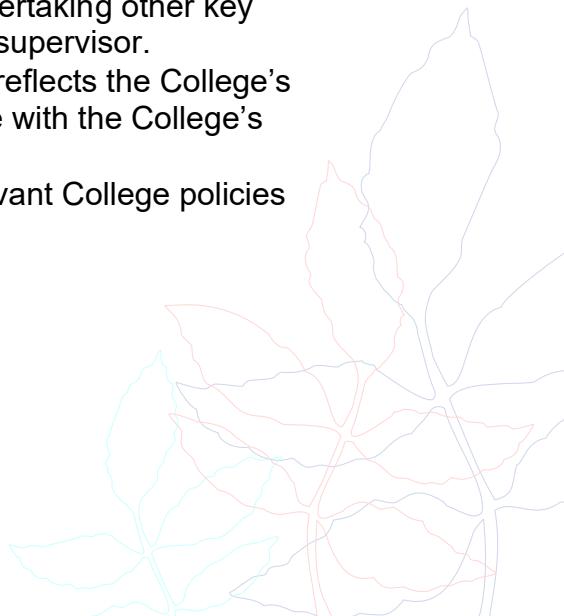
Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

#### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ls in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.



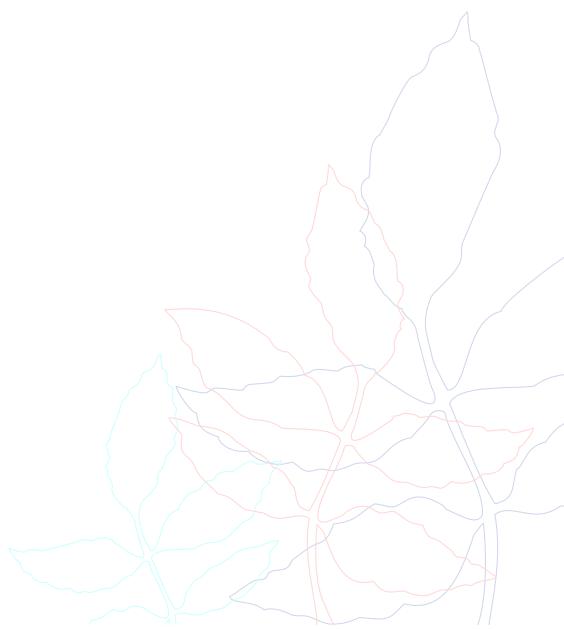
**REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Principal of Secondary.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Certificate IV preferably in Business / Administration or has relevant office administration experience.
- Excellent written and verbal communication skillset
- Solid organisational skills
- Valid WWCC 'E' & Police Check





**ATTACHMENT 'A'**  
**Key Relationships Defined:**

PERSON	CONTEXT
<b>Principal of Secondary</b>	To provide ongoing and clear support to the Principal – Secondary, by monitoring their calls, organising meetings with staff and / or families. To ensure they have the capacity and support to lead in all functions of the school.
<b>Administration Assistant - Secondary</b>	Ensure open and clear communication is regularly occurring with the relevant Administration Assistant, to ensure that any tasks / events are being managed and organised within the timely manner.
<b>Heads of Learning Modules</b>	Manage the time required from the Principal with the relevant Learning Modules within the Secondary School. Ensuring information and communication is open and clear to all parties.
<b>Head of Learning Enhancement</b>	Support the Head of Learning Enhancement with liaising with families and / students.
<b>Community Development &amp; Marketing Team</b>	Work closely with this team to ensure all communication to families and for up and coming events has been approved by the Community Development & Marketing team.