



Personal Assistant to the Principal

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Business Manager
Category	Administrative and Technical Officers - Level 4/5
Tenure	Ongoing - 5 days, 8am-4pm, 43weeks (92.41FTE)

PURPOSE OF THE POSITION

The Personal Assistant to the Principal is responsible for administrative services of the Principal, College Leadership Team and the College Board. They will also work collaboratively with other members of the Administration Team to ensure a high level of administrative support for the staff and students of the College.

CORE RESPONSIBILITIES

- Supporting the Principal through diary and appointment management, preparing confidential correspondence and reports, minute taking, event coordination, travel and accommodation organisation and maintaining the College calendar.
- Coordinate effective meetings by organising and collating meeting agendas, providing confidential minute taking and distribution and coordinating follow up actions. This includes booking facilities and equipment set up and organising refreshments.
- Providing operational support by maintaining strategic documents and contributing to development and presentation of plans and reports.
- Gather information, collate and assist in the preparation of the Principal's monthly report to Board.
- Collating information from College events to form basics of reports and articles.
- Providing administrative support in confidential matters to the Board.
- Developing and maintaining effective data management systems.
- Implementation of best practice operational policy and procedures including effective filing and archiving systems and processes.
- Liaise with College staff, parents as well as a wide range of community stakeholders.
- Liaise with students, members of the Student Council, arranging interviews with the Principal, and assist by directing students queries to the appropriate person.
- Routinely deal with concerns of staff and use judgment to direct or determine those that require priority attention.
- Independently draft general correspondence (including email) for the Principal.
- Prepare and manage staff contracts, performance reviews and LSL register.

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St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Personal Assistant to the Principal continued

Additional Role Components:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety

Your responsibilities as an employee include:

Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.

- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.