

EXECUTIVE ASSISTANT TO THE PRINCIPAL POSITION DESCRIPTION

POSITION REPORTS TO: The Principal Deputy Principals	AWARD: Entitlements under the Catholic Education Multi Enterprise Agreement 2022 (or its successor)
CLASSIFICATION: Remuneration is dependent on qualifications, skills, and expertise	TERMS OF EMPLOYMENT: Fixed term (one year, possibility of ongoing) Full-time position
ANNUAL LEAVE: As per CEMEA Award	REQUIREMENTS: <ul style="list-style-type: none"> • Annual Review Meeting • evidence of the right to live and work in Australia • Police Record Check • Working with Children Check (Employee)
COMMENCEMENT DATE: To be negotiated	TO BE REVIEWED BY AND DATE: Annually

CONTEXT

A Catholic school is responsible for ensuring the highest value is placed on leadership and vision in educating young people about the Church's mission of faith development.

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. We foster a culture of Faith, Wisdom, and Knowledge through learning and teaching in the Catholic tradition.

Nazareth College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. The Nazareth community is committed to the safety, well-being, and protection of all children in our care.

'Let your light shine before others' (Matthew 5:16)

OVERVIEW OF ROLE

The Executive Assistant (EA) to the Principal is appointed by and accountable to the Principal for the duties outlined below in accordance with College policies and procedures. The primary purpose of this position is to provide confidential and reliable support to the Principal in the accomplishment of the Mission of the College and to deliver on strategic goals. They are required to work with discretion and confidentiality, being the first point of contact for monitoring communications and workflow to and from the Principal's office, coordinating meetings and appointments, document management, and preparing information and correspondence.

The Executive Assistant provides effective executive and administration support across the range of activities for which the principal is responsible. This role requires daily contact with staff, parents, students and key stakeholders. The Executive Assistant is a member of the Executive and Administration Team and will provide excellent customer service, be energetic and possess excellent personal and interpersonal skills. The Executive Assistant will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. The successful applicant will be expected to support and uphold the Strategic Direction of the College and will have a demonstrated commitment to Catholic education and children's safety and wellbeing.

KEY TASKS

The purpose of the position description is to provide an overview of the position's major responsibilities. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, and the College may modify the description in consultation with the incumbent, depending on the operational needs and requirements of the College.

MAIN RESPONSIBILITIES

PRINCIPAL SUPPORT (Assist with the following)

- Provide support to the Principal's office.
- Management of the Principal's diary.
- Look ahead and prioritise tasks for the Principal.
- Draft correspondence, reports, internal communications, meeting agendas, etc.
- Initiate reports, documents and correspondence of a confidential and non confidential matter.
- Ensure confidentiality in all aspects of the office.
- Prepare, collect and distribute relevant communications, both incoming and outgoing accordingly.
- Liaise with the Business Manager in the preparation of the Annual Report to the School Community. Ensure this is updated on the College webpage.
- Prepare documentation for the Annual Action Plan and School Improvement Plan.
- Prepare documentation for the School Review.
- Prepare meeting documentation for the Principal's internal and external meetings, including meetings with the parish priests, Consultative Committee meetings, Nazareth Advisory Council meetings and all staff meetings. Take notes as required for Consultative and Advisory Committee meetings.
- Work in partnership with the Leadership Team to ensure smooth operation and communication across the College.
- Welcome guests and arrange hospitality for the Principal's visitors.
- Adhere to the confidential electronic storage of all communication/documentation associated with the Principal's office.
- With the Compliance Officer, ensure policies and procedures are current and published on the College webpage.
- Archive staff files on a yearly basis.
- Organise cards, flowers and gifts as needed.
- Liaise with the International Coordinator, College Registrar, College Nurses and staff in Students Services regarding day-to-day activities and audit purposes.
- Monitor staff on approved Parental Leave and provide advice when communication is necessary regarding agreed/required return to work.
- Monitoring and preparing of Principal Awards (both staff and student).
- Preparation of (templated) legal documents for the international department. Ensure agency list is updated.
- Annual Scholarship process, ensure the webpage is updated accordingly, interviews are organised, and outcomes letters are organised in a timely matter.
- Any other duties as directed by the Principal.

STAFF RECRUITMENT

- Ensure that the principles of Child Safety and Equal Employment Opportunity are reflected and managed in all aspects of staffing.
- Collaborating with Leadership, assist with the employment process for CRT and replacement staff.
- Assist in recruitment and onboarding. This may include but is not limited to posting adverts, scheduling interviews, creating a point of contact for candidates, shortlisting candidates, conducting reference checks, preparing employment contracts, letters of variation, system set-up, induction, ongoing support and recruitment administration, online training, site access, technology, and internal communications in a timely manner which aligns with legislative practices and processes.
- Ensure relevant documentation is maintained eg VIT/WWCC, academic transcripts/qualifications, Identity Checks and Police Record Check.
- Schedule and organise interviews to accommodate the availability of panel members and shortlisted candidates.
- Ensure recruitment and selection practices are carried out with a high degree of professionalism and confidentiality, promoting best practices in interviewing, selection record keeping and candidate management.
- In collaboration with leadership, ensure that accurate position descriptions exist, are regularly reviewed to meet the evolving needs of the college, are classified according to the duties and responsibilities of the position, and position descriptions are written where needed.

- Timely and accurate preparation of employment correspondence, including contracts, letters of appointment, variation of contract, time fraction alterations, and other correspondence relevant to the employment life cycle and industrial relations matters.
- Prepare and ensure employment contracts adhere to the current CEMEA 2022 in accordance with MACS, VCEA and College requirements.
- Provide support and advice on the CEMEA and employment contracts.
- Monitor tenure periods and contract expiration dates and provide updates to the Principal and the Leadership Team as required.
- Ensure that all employment documentation and correspondence are prepared in response to Principal or nominated representative's approved decisions and outcomes.
- Provide documentation to staff affecting their employment promptly, with opportunities for consultation.

ADMINISTRATION

- Promote an inclusive, healthy and positive work environment and promote structures and procedures that promote equity and diversity within the College.
- In consultation with Leadership, generate and administer mid-term reviews and appraisal processes of staff in Positions of Leadership (POLs).
- Annual review meetings (ARMs) of non-teaching staff and facilitate feedback to staff through the ARM and Performance Appraisal process.
- Ensure salary classification levels are assessed correctly according to the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA).
- In consultation with Leadership, assist in the staff intention process to determine staffing requirements for the year ahead.
- Develop and implement appropriate recognition and acknowledgement processes for all staff.
- In consultation with the Principal, coordinate and provide administrative support for formative and summative reviews of the Deputy Principals and Business Manager.
- Work together to conduct, document, and record exit interviews for departing staff. Ensure the formal exit process is completed for departing staff, including resignation letter and acknowledgement letter from the Principal, notification to relevant staff, college property is returned, and payroll provides final pay and records are finalised.
- Oversee the nomination and election process for Staff committees as required.
- Work collaboratively with other members of the College Community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the College Community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Cover Reception and Student Services in the absence of staff members.

PROFESSIONAL EXPECTATIONS

- Support the Catholic Ethos, Child Safe Policies, School Policies and Procedures and Statement of Principles Regarding Catholic Education.
- This position may require the incumbent to attend meetings, functions and school events outside normal working hours. Some duties will need to be performed at times other than during the school day or when students are in attendance.
- Follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Perform duties in a professional and respectful way and act as a role model.
- Show loyalty to the Leadership Team and be willing to work closely with them.
- Neither during nor after the period of employment/engagement with, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge any confidential information concerning the College to any person.
- Commit to ongoing professional development.
- Participate in the staff appraisal and review process annually.
- Maintain professional knowledge by attending workshops, reviewing publications, establishing networks and participating in professional societies.
- Attend whole-school events such as Open School, Nazareth Day, Assemblies, Staff Reflection and professional learning days, Liturgies, and other events required by the Principal.
- Communicate information of a serious nature to the Principal or Leadership Team.
- Undertake special projects and any other duties as delegated by the Principal.

CHILD SAFETY

Every person employed at Nazareth College is responsible for understanding the role they play to ensure that the care, well-being and safety of all students is at the forefront of every decision they make. Nazareth is committed to ensuring all staff act in a manner that promotes the inherent dignity of every student and their fundamental right to be respected and nurtured. All Staff must:

- Be informed and comply with the College's obligations in relation to Child Safe Standards and report cases of suspected child abuse in accordance with legal obligation under Ministerial Order No. 1359 Child Safe Standards
- Attend and take part in child protection training, including online modules
- Promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values each applicant's unique gifts, talents, and experience. The criteria listed below will inform the selection process

1. A commitment to support the Catholic ethos of Nazareth College.
2. Outstanding and effective interpersonal and communication skills (both verbal and written).
3. Excellent time management skills with the ability to forward plan both short and long-term projects and concurrently manage several competing tasks.
4. Always exercise the highest degree of professionalism, discretion, patience, tact and diplomacy.
5. Demonstrated accuracy and attention to detail.
6. Minimum of two years experience in a similar role, preferably as an Executive Assistant or Personal Assistant to a senior leader or executive in a fast-paced environment.
7. High level of computer literacy, including proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
8. Familiarity with school management system (eg SIMON and Synergetic) experience supporting educational leadership in coordinating academic and school operations.
9. Have and maintain a valid Working with Children Check and National Police Record Check.
10. Demonstrated initiative and innovative thinking in dealing with issues in a decisive, sensitive, and consistent manner.
11. A proven ability to lead and nurture staff in a dynamic and caring learning environment that is collaborative and inclusive.
12. An ability to work effectively, independently, and collaboratively in a team environment. This includes managing information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders.
13. An understanding and commitment to Child Safe Standards and a commitment to providing a child-safe environment

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Deputy Principals Leadership Team Staff	MACS Independent Education Union Broader school community Professional Associations Parish priests	Administration Staff Consultative Advisory

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Signature: _____ Date: _____

Authorised by Principal or Representative

Signature: _____ Date: _____