

# Executive Assistant to the Business Manager

## Position Description



<b>Reporting to:</b>	<b>Business Manager</b>
<b>Status:</b>	<b>Ongoing</b>
<b>Fraction:</b>	<b>Fulltime (5 weeks annual paid leave)</b>
<b>Salary:</b>	<b>Level 6</b>
<b>Location:</b>	<b>Mt Ridley campus</b>
<b>Prepared:</b>	<b>September 2023</b>

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## Position Context

**Hume Anglican Grammar** is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The Executive Assistant to the Business Manager plays a pivotal role in supporting executive management. This role has the significant responsibility for providing high-level administrative, organisational and secretarial support to the Business Manager, to ensure the smooth running of the office.

The Executive Assistant to the Business Manager has overall responsibility for the organisation of the Business Manager's office and works closely with the Senior Leadership Team. They act as an efficient and effective conduit between the Business Manager and members of the school community to support our collegial culture and Values.

The Executive Assistant to the Business Manager works in close collaboration with the Executive Assistant to the Board, and assists them when required, who also supports the Business Manager in his/her capacity as Company Secretary.

The Executive Assistant to the Business Manager upholds the highest level of integrity and trust. They represent the School and the Business Manager with self-confidence and discernment and embody dignity and formality combined with warmth and collegiality. They liaise with senior personnel from external organisations, care for the needs of visiting dignitaries and act as outstanding hosts.

The Executive Assistant to the Business Manager exhibits the highest level of judgement to ensure disruptions to the Business Manager's schedule are minimised, whilst meeting the need to maintain his/her visibility and accessibility. They foresee the impact of future activities, anticipate work demands and proactively engage themselves in the Business Manager's schedule.

The Executive Assistant to the Business Manager may be required to attend school events; and in the absence of the Business Manager, ensures routine matters are handled smoothly. It is expected they exhibit a high level of personal judgement and make decisions on routine matters on behalf of the Business Manager.

The Executive Assistant to the Business Manager supports and models the School's values and Christian ethos when dealing with all stakeholders. They serve as an ambassador of the School and its Leaders, promote its policies and exemplify its standards.

The Executive Assistant to the Business Manager is a part of the Administration Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. They promote a culture of mutual respect, encouragement and work with others in a professional, ethical and cooperative manner in line with the School's Values

Due to the nature of the role, some duties may need to be performed at times other than during the day, including after hours in the evenings.

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## Nature of the Position

Upon commencement, the Executive Assistant to the Business Manager will operate from the Mt Ridley campus. However, in the future may be required to perform part or all of their work at other locations.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the Business Manager's Executive Assistant is responsible for the overall coordination of the office of the Business Manager.

Responsibilities include:

- Working in the closest of associations with the Business Manager, coordinating their diary, daily routines and all facets of the organisation of their office
- Providing administrative and clerical support to the Business Manager
- Maintaining records and all documents pertaining to the Business Manager
- Preparing correspondence and managing all incoming and outgoing communication from the Business Manager's office
- Booking and coordinating the Business Manager's offsite commitments and travel arrangements
- Assisting with the preparation of reports; including but not limited to compiling and editing documents and presentations
- Preparing agendas and minutes, and acting as the minute secretary at required school meetings
- Collating attendance reports, quorum, action items in accordance with established processes
- Supporting the Executive Assistant to the Board as required

- Operating within the Administration team in supporting their mission
  - Welcoming staff and stakeholders and coordinating access to the Business Manager when he is unavailable
  - Role modelling our Values and supporting the continuous improvement of our collegial culture
  - Carrying out other duties as directed by the Principal or his/her delegate
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## Qualifications, Skills and Experience:

### Essential

- Relevant experience assisting a Senior Executive
- Experience in organising and supporting executive level management meetings
- Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality and diplomacy
- Strong written and verbal communication skills
- Impressive interpersonal skills and the ability to build strong relationships
- Highly proficient computer skills in the MS Office suite including Outlook, Word, Excel and PowerPoint
- A current Working With Children check

### Desirable

- Relevant experience assisting a Business Manager or equivalent Senior Finance Executive (i.e. CFO)
  - Certification in Business Administration or equivalent.
  - Knowledge of the Synergetic School Management System
  - Experience operating in a School or similar environment
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## Personal Qualities

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
  - Outstanding organisational skills, planning, analytical and high-order thinking capabilities
  - A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
  - The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
  - The ability to build and maintain strong relationships with staff, parents and the community
  - Personal sense of initiative, enthusiasm and high energy
  - Outstanding attention to detail, commitment to customer service and ongoing improvement
  - A resourceful team member who is able to operate in a collaborative and inclusive manner and who has an alignment to our Values
  - Demonstrated interest in ongoing personal professional development
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## Key Selection Criteria

1. Excellent organisational skills, planning capabilities, and the ability to prioritise demands.
2. Demonstrated experience and knowledge in supporting a senior level executive, including preparation of reports and presentations.
3. The ability to build and maintain strong relationships with staff, parents and the community

**This Position Description may be altered from time to time to meet the operational needs of the School.**

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