

# Executive Assistant to the Deputy Principal

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Deputy Principal</b>
<b>Status:</b>	<b>Full-time</b>
<b>Tenure:</b>	<b>Ongoing (5 Weeks paid annual leave, 2 weeks' unpaid leave)</b>
<b>Salary:</b>	<b>General Staff Category 6</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>
<b>Prepared:</b>	<b>May 2022</b>

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## Position Context

**Hume Anglican Grammar** is a multi-campus co-educational 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.

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.

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 1,300 from Prep to Year 12. This year, the school has 2,023 students and employs some 200 staff - 150 teaching and 50 non-teaching.

In 2023, the School will open 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. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,345, Donnybrook 500 & Kalkallo 120.

The school is on a growth trajectory and in 2023 is expected to increase to 2,265 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 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 Deputy Principal plays a pivotal role in the management of the office of the Deputy Principal. It is a highly respected position in the organisation of the School and held with high regard. This role has significant responsibility through providing exceptional administrative, organisational and secretarial support to the Deputy Principal to ensure the smooth running of the office.

The Executive Assistant to the Deputy Principal has overall responsibility for the organisation of the Deputy Principal's office and works closely with the administrative support staff and members of the Senior Leadership Team. They act as an efficient and effective conduit between the Deputy Principal and the students, staff, and parents.

The Executive Assistant to the Deputy Principal upholds the highest level of integrity and trust. They represent the School and the Deputy Principal with self-confidence and discernment, and embody dignity, integrity, and formality. They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical, and co-operative manner.

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

The Executive Assistant to the Deputy Principal is a member of the Administration team and works collaboratively in a team environment to support and enrich their collective responsibilities.

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## Nature of the Position

The Executive Assistant to the Deputy Principal position is a full-time ongoing role. The hours of work are from 8:00am to 4:06pm including a 30-minute meal break.

Upon commencement, this position will be based at the Mt Ridley Campus. In the future there may be the requirement to perform part or all of this role at other locations.

This position is entitled to 5 weeks annual leave and takes 2 weeks unpaid leave. All paid and unpaid leave must generally be taken during non-term weeks.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the Executive Assistant to the Deputy Principal is responsible for the overall management of the office of the Deputy Principal.

Responsibilities include:

- Working in the closest of associations with the Deputy Principal, coordinating their diary, school routines and all facets of the organisation of their office
  - Providing administrative and clerical support to the Deputy Principal
  - Maintaining records and all documents pertaining to the Deputy Principal
  - Managing all incoming and outgoing communication from the Deputy Principal's office
  - Assisting with the organisation of whole school functions and catering
  - Coordinating small projects pertaining to the Deputy Principal's office
  - Preparing agendas and minutes, and acting as the minute secretary at required meetings
  - Hosting guests and arranging gifts and acknowledgements, as required
  - Operating within the Administration team in supporting its mission
  - Liaising with the School's Uniform provider and being responsible for all matters associated with the supply and provision of school uniform items
  - Raising purchase orders when directed by the Deputy Principal
  - Assisting in the maintenance of co-curricular records and colour points
  - Carrying out other duties as directed by the Principal
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## Qualifications, Skills and Experience:

### Essential

- Highly proficient computer skills in the MS Office suite including Teams, Outlook and Word
- Demonstrated relevant experience in a similar role assisting a senior executive
- 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
- A current Working With Children Check

### Desirable

- Certification in Business Administration or equivalent.
- Computer skills in the MS Office suite including PowerPoint, Visio, Project and Excel
- Knowledge of the Synergetic School Management System
- Demonstrated relevant experience assisting a Head of School or Deputy Principal

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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, students, parents, and the community.
- Outstanding attention to detail
- Personal sense of initiative, enthusiasm, and high energy
- Commitment to customer service and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- 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 the preparation of reports and presentations.
3. Experience in organising and supporting executive level management meetings and events including the taking of minutes.

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