



Role Description

Title: Personal Assistant to the Principal

Reports to: Principal

Classification: School Officer Level 5

1.0 Purpose

The Personal Assistant to the Principal provides executive assistance to the Principal and supports the management and administration of the college in the areas of strategic planning, enrolments and human resourcing.

2.0 Experience and qualifications

Essential

- tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- ability to efficiently manage a range of concurrent and complex tasks
- ability to develop administrative procedures and lead implementation
- demonstrated organisational skills including the ability to prioritise and meet competing deadlines
- ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- effective relationship building and influencing skills
- advanced level skills in the use of the Microsoft suite of products
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

3.0 Key result areas

- 3.1 provide executive support to the Principal
- 3.2 engage with the parents/carers of prospective enrolments and manage the student enrolment process from initial enquiry through to student commencement
- 3.3 provide support with college employment processes
- 3.4 collaborate and communicate with others to ensure that high professional standards are met
- 3.5 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of Duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Personal Assistant to the Principal St Joseph's College

3.1 Provide executive support to the Principal

- provide executive support to the Principal, including comprehensive and high-level administrative support, travel and accommodation arrangements, and diary management; exercising authorised financial, purchasing, and administrative responsibilities
- respond to enquiries on behalf of the Principal within authorised levels of knowledge; prioritise and monitor all correspondence, actioning accordingly
- manage records and documents, prepare accurate and timely reports, and undertake research and analysis of sensitive and confidential matters on behalf of the Principal, as required
- provide administrative support for meetings, including establishing record and document protocols; preparing agendas, papers and minutes; prioritising correspondence; and responding to queries and requests for information
- create documents and correspondence; maintaining high levels of accuracy using appropriate software programs and adhering to TCS and college standards, including the use of style guides, templates and other corporate standards
- receive visitors and delegations to the Principal and coordinate appropriate hospitality, utilising administration support from across the college

3.2 Engage with the parents/carers of prospective enrolments and manage the student enrolment process from initial enquiry through to student commencement

- build positive relationships with prospective parents/carers and students, and promote the college throughout the application, enrolment, interview, and offer process
- arrange college tours, enrolment interviews and the preparation of interview documents
- liaise with key stakeholders to ensure that all required documentation is obtained to complete the enrolment process
- ensure all necessary administration, including the loading of student data, and the use of the college's online enrolment and student management software, is completed in a timely, accurate, and confidential manner
- liaise with relevant college departments and personnel regarding student commencement and withdrawal, to ensure the seamless provision of resources and support that meets individual students' needs
- under broad guidance, coordinate the operations of the college's processes and activities in relation to overseas students; this may include enrolment, family liaison, and placement
- gather data on enrolments and withdrawals for analysis by the College Leadership Team
- assist with college marketing activities and events (eg Visitation Days and College Open Days); including coordinating college events, as required, and utilising administration support from across the college to prepare resources

3.3 Provide support with college employment processes

- provide administrative support to the Principal and collaborate with the Human Resources Directorate (HR) to assist with College employment processes
- manage the legal requirements associated with Blue Card, for all staff and volunteers; QCT Teacher Registration; and currency of staff details
- ensure compliance with Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) legislation to maintain registration

- manage the documentation associated with staff leave
- maintain the familiarity of Work Health and Safety requirements associated with supporting the team

3.4 Collaborate and communicate with others to ensure that high professional standards are met

- provide support to the Principal through the leadership of others in the use and interpretation of policies, procedures and guidelines
- coordinate and manage tasks across teams
- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- communicate and act with a high degree of professionalism, discretion and confidentiality
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with stakeholders and work collaboratively with stakeholders

3.5 Contribute to and promote the development, alignment, attainment, and review of the College Strategy and strategic goals for the TCS

- contribute as a member of the College to achieve the strategies set out in the College Strategy and the TCS Strategic Plans
- attend professional development, as appropriate
- document and report on the progress of initiatives in the College Strategy and the TCS Strategic Plan, as required

3.6 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the College Strategy, TCS Strategic Plan or other directorate strategies
- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates