



ROLE DESCRIPTION

Position Title	Executive Assistant to the Principal
Reports to	College Principal
Basis of Employment	Full Time
Date	March 2024
Approved by	College Principal

St Mary's College is a co-educational secondary school in the Edmund Rice tradition. It is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's College priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitment to the safety and wellbeing of children and the EREA Touchstones. Within the expectation is the aspiration that St Mary's College is a fully inclusive school, valuing diversity, and respect for difference.

Primary Objective

The role of the Executive Assistant ("EA") to the Principal is the senior administrative role in the College. The EA provides comprehensive and confidential secretarial support to the Principal and the School Advisory Council. The EA also acts as College Registrar and coordinates administration in regard to enrolments at the College.

As the EA, you will report to the Principal and work collaboratively with the Leadership Team to ensure the needs of the College are met. You will also be required to work collaboratively with the Principal and Director of Development regarding all enrolment matters.

General responsibilities of the role include, but are not limited to:

General Duties

- Attending school meetings, liturgical celebrations and services/assemblies, community and faith days, as required.
- Maintaining currency of first aid, mandatory reporting and anaphylaxis training (minimum requirements)
- Administering appropriate first aid to ill or injured students, staff and visitors, as required.

Faith Dimension

- Support the faith, religious dimensions and values of the Catholic Church and Edmund Rice Education Australia (EREA).
- Participate in St Mary's College community activities that uphold the objectives and traditions of EREA and the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.
- Attend College services, mass, assemblies, community, and faith days as required by the Deputy Principal.

Professional Conduct

- Be familiar with and comply with the College's policies including, but not limited to, the Child Safeguarding (Safety and Wellbeing) Policy, Child Safety Code of Conduct and the EREA Code of Conduct.
- Assist in the provision of a child-safe environment for students.
- Contribute to a healthy and safe work environment and compliance with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Represent the College in a positive and professional manner to students, parents, professional bodies, and the wider community.
- Deal with sensitive and confidential information in a professional manner.
- Adhere to the College's Professional Dress Code.

Professional Development

- Demonstrate a commitment to ongoing professional development.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Continue to develop ICT skills as technologies evolve.
- Attend College meetings, staff professional development and faith development sessions where appropriate.

Specific responsibilities of the role include, but are not limited to:

Administrative Duties	<ul style="list-style-type: none">• Coordinate appointments and manage principal's diary• General administrative duties including data management – correspondence, COMS, filing, storing data, incoming calls• Monitor the Principal and Registrar emails• Prepare the Annual Report to the Community in consultation with College Leadership• Manage and distribute bulk electronic communications• Collate and distribute School Advisory Council documents• Ensure that the School Advisory Council reviews and approves all Child Safety policies at the first meeting each year• Organise hospitality for Principal functions• Organise invitations to school functions• Support members of the College Leadership team when required• Take minutes of meetings as required• Assist the Principal in mandatory compliance standards• Organise cards / fruit / flowers as required• Contribute to the development of high quality customer service across the College community
Registrar	<ul style="list-style-type: none">• Respond to enrolment enquiries• Coordinate the maintenance of an accurate enrolment database and regularly compile enrolment statistics• Accurately maintain the student database• Coordinate the whole school re-enrolment process• Coordinate the Exit process for current students• Compile data for the annual census reports• Liaise with the Principal around enrolment procedures
Child Safety	<ul style="list-style-type: none">• Provide students with a child safe environment• Proactively monitor and support student wellbeing

	<ul style="list-style-type: none"> • Have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct and any other policies and procedures relating to child safety
Other Duties	<ul style="list-style-type: none"> • Other duties as directed by the Principal

Selection Criteria

- An understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Proficiency in the use of computer software related to the position.
- Excellent interpersonal skills and telephone manner.
- Excellent problem solving skills.
- Proficiency in establishing and maintaining administrative processes.
- Ability to use initiative, prioritise workloads, meet deadlines and multi-task.
- Ability to maintain confidentiality.
- Ability to work independently or in a team as required.
- Confident use of standard office equipment.
- Have a flexible attitude to change.

Other conditions

As part of the Principal's staff, the position may require involvement in school community activities outside currently designated school hours and participation in planning times. These commitments and expectations will be negotiated as appropriate in accordance with the VCMEA.