

<b>Status:</b>	Permanent Position 37.5 hours per week, 44 weeks per annum General Staff, Level 4 (\$66,136-\$69,605 depending on experience and qualification) Start Date: November 2024
<b>Area of appointment:</b>	Administration
<b>Position Reporting to:</b>	Principal
<b>Key Relationships:</b>	Principal, Director of People, Culture and Operations, Business Manager, Heads of School PA
<b>Pre-requisites:</b>	Suitable executive assistant experience  These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employment at HILLS:- <ul style="list-style-type: none"> <li>• Current Working with Children Check</li> <li>• Current Responding to Risks of Harm, Abuse and Neglect Training Certificate (RRHAN-EC)</li> <li>• Current First Aid Certificate</li> </ul>

### Introduction

The Principal's Personal Assistant at Hills Christian Community School plays a pivotal role in providing high-level administrative support to the Executive Leadership Team, particularly the Principal and the Director of People, Culture and Operations in their leadership roles, contributing to the efficient operation of the school and the overall success of its educational mission. This is a position with significant responsibilities and high-level interactions with Executive Leadership members, administration and teaching staff. This position requires exceptional organisational skills, attention to detail, and the ability to manage multiple tasks efficiently. The Principal's Personal Assistant serves as a key point of contact for internal and external stakeholders, ensuring smooth communication and coordination within the school community. This position offers an exciting opportunity for a dedicated professional to make a meaningful impact within a dynamic, supportive and Christian school community. A high level of professionalism, confidentiality and an enthusiastic approach to working are key components in carrying out this role.

### Personal Specification

Staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A personal Christian faith, which is reflected in your daily living
- Excellent communication skills, both written and verbal, with the ability to be flexible and remain calm under pressure
- A commitment to a team environment
- A pleasant, welcoming and receptive personality with an approachable manner
- An ability to work independently and learn quickly
- Maintaining a high level of discretion and confidentiality
- Who is able to be flexible and capable of fulfilling a variety of roles
- Demonstrate an excellent work ethic

## **Key Responsibilities**

### **1. Personal Assistant**

- Provide high level administrative and secretarial support to the Principal.
- Provide a 'gatekeeper' and 'gateway' service to ensure access to the Principal's time and office is appropriate.
- Handle all matters, requests, and complaints into the Principal's Office with diplomacy and initiative.
- Handle incoming and outgoing communications, including emails, phone calls, and letters.
- Maintain the Principal's diary and arrange appointments for the Principal and Executive Leadership as requested.
- Act as a minute secretary, preparing agendas and minutes for (but not limited to) Executive Leadership Team Meetings, and meetings with staff and families.
- Follow up actions from meetings.
- Collate parent, staff and Board surveys and information.
- Assist in preparing and proofing the Principal's Report & other documentation on behalf of the Executive Leadership Team for Board meetings.
- Preparation and publishing of the Annual School Performance Report.

*Details of the role may vary from time to time in response to the needs of the School, as determined by the Principal.*

### **2. Human Resources**

Under the direction of the Director of People, Culture and Operations:

- Coordinate new recruitments by arranging appropriate advertisement, working with the Director of People, Culture and Operations to develop the Role Description & position requirements.
- Oversee advertising of positions, including newspaper and website (including third party e.g. "Teachers on Net", Seek etc.).
- Collate applications received from applicants for positions and checking that applicants meet the pre-requisite, relevant screening and qualification criteria.
- Notify unsuccessful applicants and arrange times for interviews for the shortlisted applicants.
- Prepare the documents and the room for the interview.
- Update and maintain a staff personnel file.
- Assist the Business Manager with preparation of Staff Appointment Letters for new and continuing staff to be signed off by the Principal.
- Assist with preparation of material for Staff Inductions.
- Ensure all staff maintain up to date qualifications and certificates whilst employed – such as Teacher's Registrations, Working with Children's Checks, RRHAN-EC, First Aid etc in compliance with Legislation and School Policy.
- Record professional development activities, both internal and external, onto PCSchool, including saving Staff Certificates to file.
- Organise training (such as Mandatory Notification & First Aid) for new staff and update/refresher courses as necessary.
- Assist with School Policy review cycles & creation of new policy as directed.
- Maintain a database of current staff role descriptions and update as needed.

### **3. Operations and Events**

- Assist the Daily Operations Team with the administration and coordination of camps, incursions and excursions
- Assist the Public Relations Team with larger events
- Prepare for Board and Staff functions.

**4. Other**

- Participate in ongoing professional development and learning relevant to the role
- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken
- Participate in Evacuation Drills as instructed by the Executive Leadership Team
- Any other duties as directed by the Executive Leadership Team to support the effective running of the school.

**Key Selection Criteria**

- A personal Christian faith, which is reflected in their daily living
- A relevant qualification in business administration, management, or a related field is preferred.
- Proven experience as an executive assistant or similar role, preferably in an educational or administrative setting.
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Pragmatic demonstration of integrity and flexibility to serve others to a high degree.
- Strong interpersonal and communication skills, with the ability to interact professionally with a diverse range of individuals.
- High level of discretion and confidentiality when dealing with private and sensitive information and situations.
- Demonstrated high standard of proficiency in using information technology including: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite, and other relevant software applications. Knowledge of school database systems and learning management systems will be an advantage (PC School, Edval, SEQTA).
- Meticulous attention to detail and accuracy.