



ST MARY MACKILLOP COLLEGE Swan Hill

ROLE DESCRIPTION

- JOB TITLE:** Personal Assistant to the Deputy Principals
- REPORTS TO:** Deputy Principal Community and Culture, Deputy Principal Teaching and Learning, Business Manager and the Principal
- Internal Liaison:** Pastoral Care Centre staff, all staff and students
External Liaison: College Suppliers, General Public, Parents or Guardians
- RESPONSIBLE FOR:** Provides secretarial and administrative support across a range of activities for which the Deputy Principals are responsible in the school.
- LEVEL:** Category C Education Support Level 3 or 4 (dependent on experience)
- HOURS:** 38 hours per week with flexibility to accommodate after hours work as required.
Monday – Thursday (8:15am – 4:45pm)
Friday (8:15am – 4:00pm)
45-minute unpaid lunch break (1:35 pm – 2:15 pm)
- Duties:**
- Provide general secretarial support to the Deputy Principals.
 - Attend to all correspondence, emails and telephone calls in a timely and professional manner (as directed).
 - Appropriately manage and act upon confidential correspondence and phone calls.
 - Assist with the mail-out of correspondence to families.
 - Assist in the preparation of correspondence to staff.
 - Managing the diary of the Deputy Principals.
 - Manage the processing and filing of papers, reports and other correspondence.
 - Ensure all required documentation for appointments and meetings is available to the Deputy Principals.
 - Liaise with staff to ensure risk assessments are being completed prior to excursions and camps.
 - Provide general secretarial support to the Director of Wellbeing, Director of Faith and Mission and the House Leaders, as required.
 - Maintain confidentiality with all aspects of the role.
 - Provide First Aid relief and attend to students' medical needs, in the absence of the Pastoral Care Centre Receptionist.

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- Ensure that arrangements are made for whole staff events, such as Professional Learning days.
- Promote the College amongst Primary Schools, prospective and current families, past pupils and the general public.
 - Create the fortnightly College Newsletter
 - Create the annual College Chronicle and arrange distribution to families.
 - Oversee the College website and social media pages.
 - Produce appropriate promotional and advertising material.
 - Assist with the organisation of promotional events.
 - Facilitate and develop the Past Pupils network.
 - Develop initiatives to promote the College.
- Organisation of photos of all College events.
- Coordination and promotion of the MacKillop House Cup.
- Cover the lunch break for the Pastoral Care Centre Receptionist.
- Relief of Pastoral Care Centre Receptionist as required.
- During term break, work from the Front Office.

Reporting and Assessment System Administration (SIMON)

Manage the Reporting and Assessment system, including:

- Prepare, update and modify all Teacher Advisor, Subject and End of Semester reports.
- Data entry and data extraction
- Communicate issues in regard to subjects/classes/enrolments
- In conjunction with the Teaching and Learning Leader: Reporting and Assessment, following up teachers to ensure that they meet reporting deadlines.
- Create and manage Parent Teacher Interviews..
- Arrange catering for staff and parents at Parent Teacher Interviews when required.
- Coordinate student book lists with the Book Supplier.

Key Performance Objectives:

- Completion of duties in a professional and timely manner with a high degree of accuracy.
- Demonstration of teamwork.
- Responding effectively to constructive feedback.
- The implementation of new initiatives to promote the College and facilitate communication amongst key groups.

Knowledge, Skills and Experience

The Personal Assistant to the Deputy Principals will have:

- A sensitive appreciation for the Catholic ethos of the College.
- Excellent interpersonal and (written and oral) communication skills.
- Knowledge and experience in risk management, compliance, audits and OH&S legislation.
- High level organisational and administrative skills.
- Appropriate computer and software application skills.
- The ability to work without close supervision and to act independently where appropriate and to meet agreed targets and timelines
- Ability to work as a member of a team.

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- A willingness to show initiative and take direction.
- A current Driver's Licence.
- Current First Aid certificate.

There will be occasions where the Personal Assistant to the Deputy Principals may be required to complete tasks in addition to those listed above. This may require additional hours to be worked. Time-in-lieu will be negotiated as required.

It is essential that the Personal Assistant to the Deputy Principals possess a Working with Children('s) Check Card.

Other Duties:

To undertake other duties as designated by the Principal.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.