

ROLE DESCRIPTION	
ROLE TITLE	Executive Assistant to Senior Leadership
DEPARTMENT	Administration
INDUSTRIAL AGREEMENT	<i>WA Catholic Schools Support Staff Enterprise Agreement 2024</i>
ACCOUNTABLE TO	Vice Principal
DIRECTION FROM	Vice Principal Executive Assistant (Principal) Deputy Principal Teaching and Learning Deputy Principal Secondary Director of Mission and Catholic Identity
FTE	0.9241 (5 days per week, 43 weeks per year)
SALARY LEVEL	Level 5 Administration and Technical Officer (negotiable based on qualifications and experience).

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Executive Assistant to Senior Leadership provides high-level administrative support to the Vice Principal, Deputy Principal Teaching and Learning, Deputy Principal Secondary and Director of Mission and Catholic Identity.

The role manages calendars, meetings and correspondence; coordinates and quality-assures College communications to families; supports College events, liturgies, retreats and student recognition programs; and works collaboratively with the Executive Assistant to the Principal and the wider Administration team to ensure continuity of administrative services across the College.

The Principal may require other duties to be undertaken as the needs and priorities of the College evolve.

ROLE RESPONSIBILITIES

Administration Support to the Vice Principal (VP):

- Maintain VP's Calendar:
 - Scheduling of cyclic, Committee meetings, College events and incidental meetings.
 - Reschedule meetings as required to suit the immediate needs of the Vice Principal and College.
 - Correspond with internal and external parties to arrange meetings and events.
 - Remain informed and account for internal and external events that may impact the Vice Principal.
- Meetings
 - Coordinate meeting preparation, agendas, minutes and supporting documentation, including maintaining action registers and following up on outstanding matters.
 - Attend committee/group meetings chaired or called by the Vice Principal
- General Administration
 - Ensure that Vice Principal has access to all updated references documents (phone lists, staffing structures, key parent communications).
 - Review and edit College publications and documents.

- Printing and compiling documentation
- Complete monthly credit card reconciliations.
- Travel bookings for:
 - Executive Travel
 - Staff formation
 - Tour and immersion groups
- Maintain stationery and order as necessary for College Executive
- Maintain staff registers for Discretionary leave, TOIL and Cocurricular activities.
- Provide Administration Support for the termly Staff Meeting and Professional Learning schedule, including schedule collation and room bookings.
- Processing Extended Absences Requests
 - Monitor extended absence email.
 - Categorise and enter planned student absences of 3 or more days.
- Colours and Honours Student Recognition Program
 - Maintain a list of College Co-curricular events, activities and awards that contribute to the Colours and Honours Program
 - Oversee the data entry of these activities and generate termly reports to identify recipients.
 - Maintain supply of College badges.

Administration Support to the Deputy Principal Teaching and Learning PK-12 (DPTL):

- Maintain DPTL's Calendar:
 - Arranging regular cyclic meeting with Leaders of Learning.
 - Organising parent meetings as directed.
 - Booking of external venues and providers for Staff Professional Learning and meetings.
 - Organise class relief cover where required.

Administration Support to the Deputy Principal Secondary (DPS):

- Maintain DPS's calendar:
 - Arranging regular cyclic meeting with Leaders of Wellbeing.
 - Organising parent meetings as directed.
 - Booking of external venues and providers for Staff Professional Learning and meetings.
 - Organise class relief cover where required
- Assist Guild Coordinators in ordering supplies for Guild activities and Feast Days Champagnat Day and Year 12 Final Week.

Administration Support to the Director of Mission and Catholic Identity (DMCI):

- Travel bookings, administration and parent communication for Ministry student trips including:
 - Immersions
 - Student Leaders Gathering
 - Game Changers Retreats
 - Marist Youth Ministry (MYM) Connect Nights
 - Secondary Retreats
- Administration for Game Changers Program
 - Maintain Student lists
 - Create Consent2Go (C2G) Events
 - Register students for events with MYM
- College Community and Special Mass'
 - Coordinate with DCMI on annual community Mass schedule
 - Liaise with Music Coordinator on Mass music schedule
 - Use liturgia to create weekly Mass booklet and PowerPoint
 - Arrange stipend payments for Priests
 - Enter student Mass attendance and special roles in SEQTA
- Book External retreat providers and arrange catering
- Print Retreat Resources
- Staff Faith Formation
 - Submit accreditation applications for staff faith formation
 - Print Accreditation Certificates for staff faith formation

Communications:

- Review, format and distribute outgoing communications from VP, DPTL, DPS and DCMI
 - Communications record keeping, including uploading external communications to the College Application and storing sensitive communication appropriately
 - Ensure consistency of information to families across both Primary and Secondary and that all communications adhere to the College style guidelines and is of the highest standard
- Proofing and editing of the College Newsletter and publications.

- Preparation and dissemination of the Welcome to Newman College booklet and letters at the commencement of each School year
- Posting pertinent information to the College App

College Events:

- Working with the Engagements team to provide effective and efficient administration support including for College events which come under the joint control of the Vice Principal, Deputy Principal Teaching and Learning PK-12, Deputy Principal Secondary including, but not limited to:
 - Secondary Assemblies
 - Parent Information Evenings
 - Year 12 Graduation
 - High Achievers Assemblies
 - Awards Events
 - Parent Engagement Events
 - Staff Christmas Function
- Work in conjunction with College events, maintenance, catering, and finance teams in the delivery of these and other events

Other Administration:

- Maintaining stock of branded supplies, including student leader badges, certificate paper, and marketing materials.
- Review and approve College Consent2Go events ensuring that
 - Parent communication is clear and in line with College expectations
 - Risk and compliance considerations are adequate (referring to RCO if required)
 - They are not in conflict with existing events on the College Calendar
 - There is reasonable notice of the event to families
- Staff Briefings
 - Create TEAMS link for scheduled staff briefings.
 - Create bulletin for population ahead of briefings.
 - Take minutes and post to TEAMS
- Work collaboratively with the Executive Assistant to the Principal and other members of the Administration team to ensure continuity of administrative services, including providing short-term relief, sharing information and supporting College-wide administrative priorities as required.

Other:

- Any other duties as required.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

- Completion of Year 12 WACE
- Relevant tertiary qualification (desirable)
- Minimum of 5 years' experience providing executive support
- Knowledge of SEQTA and MS Office and SharePoint applications (Highly desirable)
- Proficient technology skills
- Highly developed interpersonal and influencing skills, enabling harmonious and positive relationships with all
- Excellent written and verbal communication skills
- Highly developed time management and organisational skills
- Able to multi-task calmly and work effectively under pressure
- Demonstrated ability to work autonomously and as part of a team
- Able to problem-solve and use initiative
- Able to maintain strict confidentiality
- Working with Children Screen Check
- National Criminal History Record Check