

MISSION STATEMENT

Newman College is a 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 educational environment where they feel welcomed, accepted and valued.

ROLE DESCRIPTION

INSTRUCTIONS

1. Read the Role Description carefully.
2. If you need anything clarified, please speak to the Principal.
Please note: As the needs of the College evolve your Role Description may need to be revised. This would occur in collaboration between you and the Principal.

NAME			
ROLE TITLE	Executive Assistant (EA)		
ACCOUNTABLE TO	<ul style="list-style-type: none"> • Principal • College Executive Team • College Advisory Council 		
DIRECTION FROM	Principal		
DEPARTMENT	Principal's Support Team		
MAIN PEOPLE INTERACTIONS	<table border="0"> <tr> <td style="vertical-align: top;"> <p>INTERNAL Students Teachers Support Staff</p> </td> <td style="vertical-align: top;"> <p>EXTERNAL Marist Schools Australia Ltd Catholic Education WA AISWA College Advisory Council Parents Suppliers and Service Providers Other Visitors to the College</p> </td> </tr> </table>	<p>INTERNAL Students Teachers Support Staff</p>	<p>EXTERNAL Marist Schools Australia Ltd Catholic Education WA AISWA College Advisory Council Parents Suppliers and Service Providers Other Visitors to the College</p>
<p>INTERNAL Students Teachers Support Staff</p>	<p>EXTERNAL Marist Schools Australia Ltd Catholic Education WA AISWA College Advisory Council Parents Suppliers and Service Providers Other Visitors to the College</p>		
ROLE PURPOSE	<p>The Executive Assistant is responsible for providing efficient, professional and confidential executive support to the Principal, Executive Team and College Council. The EA serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Principal's office.</p> <p>As a member of the Principal's Support Team, the Executive Assistant will also contribute to, and work in collaboration with, other members of this team to provide essential services to students, parents and staff of the College.</p>		
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College; 2. Actively supports the Marist Association of Saint Marcellin Champagnat; 3. Actively promotes the College's Vision for Mission and Vision for Learning; 4. Actively supports a child safety culture, with a zero tolerance for child abuse; 5. Complies with: <ul style="list-style-type: none"> ▪ Marist Schools Australia Ltd Policy Statements. ▪ Complispace Policies and Procedures 		

	<ul style="list-style-type: none"> ▪ Newman College Policy Statements, Procedures and Code of Conduct for Staff.
EXPECTED BEHAVIOURS AND ATTITUDES CONTINUED	<ol style="list-style-type: none"> 6. Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment; 7. Maintains open communication and works collaboratively with others within Student Services and Student Administration to foster teamwork and morale; 8. Maintains a commitment to continuously improve services and pursue excellence; 9. Seeks opportunities for professional development.

KEY ROLE RESPONSIBILITIES (TASK FOCUS AREAS TO BE DEMONSTRATED)	
ACTIVELY SUPPORT COLLEGE OPERATIONS	<ul style="list-style-type: none"> ▪ Compliance with all relevant legislative and regulatory obligations. ▪ Completion of administrative and operational activities in alignment with College requirements. ▪ A willingness to undertake tasks as requested by the Principal or their delegate. ▪ Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.
EXECUTIVE SUPPORT	<ul style="list-style-type: none"> ▪ Coordinate the daily business and activities of the Principal by regularly reviewing tasks/schedules/calendars and meeting requirements. ▪ Anticipate and mitigate possible risks / issues which may impact the activities of the Principal and of the wider Senior Leadership Team. ▪ Manage the flow of all incoming and outgoing correspondences/queries to the Principal's Office – where applicable, prioritise and action or redirect the query as appropriate. ▪ Coordinate (and attend) meetings chaired by the Principal including the preparation of meeting agenda, minutes and supporting documentation/reports. ▪ Assist the Principal in following up on key actions and decisions arising from Council and College Executive Team meetings. ▪ Manage a variety of special projects / events for the Principal and the College Advisory Council including but not limited to: <ul style="list-style-type: none"> ○ MSA Reports and requirements ○ Annual Report (published in May each year) ○ Council Reports (monthly) ○ Annual School Improvement Plan ○ School Registration ○ Events as hosted by the Principal ▪ Work closely and effectively with the Principal to keep him/her well informed of upcoming commitments and engagements; develop a sense of key issues/matters arising and keep the Principal informed as appropriate. ▪ On behalf of the Principal's office, communicate and liaise with key internal and external stakeholders on a wide range of issues, respecting confidentiality whilst maintaining effective working relationships. ▪ Undertake research activities under the direction of the Principal and/or Council. ▪ Provide executive support in critical incident situations, including reporting through the MSA Ltd Complispace assurance system ▪ Provide general administration support to other members of the Executive Team as required.
KNOWLEDGE AND INFORMATION MANAGEMENT	<ul style="list-style-type: none"> ▪ Maintain the College's Staff Intranet – ensure the site is regularly updated with relevant and appropriate news updates and blog posts. ▪ Develop and maintain an effective digital filing and retrieval system; regularly review and maintain correct permissions for file/folder access. ▪ Oversee official correspondences and publications leaving the Principal's office to ensure accuracy and the consistent release of information across all levels of the College. ▪ All information and written communications generated from the Principal's office is aligned with the College's style guide and is of the highest professional standards.

PRINCIPAL'S SUPPORT TEAM (AS DIRECTED BY THE VICE PRINCIPAL)	<ul style="list-style-type: none"> ▪ Maintain an awareness of the various roles and functions within the PST. ▪ Support the sharing of knowledge, experience and expertise across the various positions within the PST. ▪ Regularly attend and actively contribute to PST meetings ▪ Undertake special projects or tasks which support the provision of essential services to the wider school community. Essential services may include but is not limited to: <ul style="list-style-type: none"> ○ Data management and administration; ○ Human Resources; ○ Significant whole school-based events (e.g. Graduation/Awards Ceremonies, Whole School Mass). ▪ Where possible provide short term coverage and / or relief for other functions / roles within the PST. ▪ Work collaboratively and in support of other members of the PST to deliver effective and efficient support to the leadership team at Newman College.
OTHER DUTIES	<ul style="list-style-type: none"> ▪ Undertake other duties as directed by the Principal

CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Year 12 (Secondary) Certificate ▪ Relevant tertiary qualification (desirable)
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> ▪ Eight to ten years' experience providing executive support ▪ Knowledge of MAZE, SEQTA and MS Office applications, Definitiv
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Proficient technology skills ▪ Highly developed interpersonal and influencing skills, enabling harmonious and positive relationships with all ▪ Excellent written and verbal communications 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
STATUTORY REQUIREMENTS	<ul style="list-style-type: none"> ▪ Working with Children Screen Check ▪ Nationally Coordinated Criminal History Check

STATUS	
EBA	The Trustees of the Marist Brothers Southern Province Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA) as amended or replaced from time to time.
Classification	Salary is paid by agreement and is commensurate with qualifications and skills.
FTE / Work Arrangement	<ul style="list-style-type: none"> ▪ Full-Time (1.0FTE) 48 weeks per year ▪ Days and hours of work are Monday to Friday, 8.00 am to 4.00 pm
RD Version No./Date	Converted to new format 6 August 2019 Revised Date 6 August 2019 Revised 1 September 2022