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| **Title of Position:** | Executive Assistant to the Principal  |
| **Department:** |  |
| **Reports to:** | Principal |
| **Stream:** | Administration  |
| **Classification:** | Grade 5 |

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

## POSITION OVERVIEW

Under minimal direction of the Principal (or delegate), the Executive Assistant is responsible for the administrative function of the school and/or the Principals office. The position requires a professional approach, wide range of high level and varied administrative skills to assist the Principal, leadership, school board, staff, members of the school community and visitors, to deliver an efficient and responsive customer focused administration service across the school.

## SIGNIFICANT WORKING RELATIONSHIPS

* Principal / Deputy Principal
* Business Manager
* Teaching and non-teaching staff
* Parents / caregivers students and school community
* Visitors
* External parties / stakeholders

## KEY RESPONSIBILITIES

Duties include, but not limited to:

* Ensure the provision of a complete professional administrative service is available to school leaders including a range of organisational activities (calendar management, scheduling meetings etc), undertaking work of a highly confidential and sensitive nature, facilitating recruitment activities (listing positions, arranging interviews etc) and ensuring competent meeting support (preparing Agendas, taking notes, follow-up actions etc) is available when needed.
* Undertake a range of employee management functions including assisting in the development of onboarding programs for new employees and volunteers and ensuring delivery of same is applied consistently and thoroughly in accordance with CESA policies and protocols.
* Provide leadership and direction to operational and strategic planning including determining and managing priorities of administrative support employees in consultation with the Principal (or delegate) to ensure an effective school administrative support function is assured.
* Provide a high level specialist and confidential administrative service, handling highly confidential and sensitive information with discretion and providing professional advice to employees regarding conditions of employment.
* Develop and implement school filing (including electronic) and archiving systems and procedures and effectively manage the maintenance of employee, student and other school records within areas of role responsibility and accountability.
* Liaise with systemic/government organisations regarding policy and other matters to ensure school compliance is achieved in areas of responsibility.
* Develop and implement procedures and professional work practices for the administration areas of the school and regularly review school administrative operations and determine their effectives, making necessary adjustment as appropriate to meet the school’s needs.
* Develop and implement procedures and school policies relating to student and employee safety and wellbeing, consistent with CESA and school requirements.
* Oversee professional development and training arrangements for Education Support Officers ensuring timely notification and completion of mandated training occurs.
* Ensure compliance of WHS legislation in relation to assets, grounds, buildings, facilities, machinery and equipment and maintain current and accurate records to demonstrate same.
* Actively lead and support the organisation of and positively participate in school events/activities, meetings, required training and professional reviews.
* Undertake other duties, as required by the Principal (or delegate).

## PERSON SPECIFICATION

* Commit to upholding and actively contributing to the Catholic ethos of the school.
* Demonstrated skills and experience in applying specialised administrative knowledge with depth in areas of responsibility. Experience working in a comparable position/school environment is highly desirable.
* High level knowledge and application of relevant policies, procedures and associated obligations to demonstrate continued compliance.
* Demonstrated experience in undertaking research and investigations which may be extensive to support leadership priorities and deliver effective outcomes.
* Full ICT competency and advanced proficiency using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment, and ability to train and support others with same.
* Excellent interpersonal and communication (written and verbal) skills to deal with complex and sensitive issues, be an effective role model and lead and support others as a team leader and member and positively engage and interact with the broader school community and with external parties. Demonstrated experience in leading and supervising others to achieve group outcomes within broad parameters is required
* Demonstrated experience working under minimal direction, being accountable for own and service outcomes within broad parameters, requiring no guidance during the performance of work to effectively achieve stated objectives.
* Ability to initiate, analyse, design, plan and execute and evaluate major, broad, or highly specialised functions or complexity within area of accountability.
* Excellent organisational skills and experience in exercising substantial autonomy in decision making for the administrative function using a wide-range of highly specialised skills to ensure the work requirements and output of the team are successfully achieved.
* Able to generate and evaluate ideas through the analysis of information and concepts at an abstract level to ensure a professional administrative function and responsive customer service exists to meet the school’s needs.
* Demonstrated high-level experience in maintaining confidentiality.
* Willingness and experience in positively leading and supporting school activities/events, attend meetings and undertake required training, ensuring engagement of others as required.
* Demonstrated ability to follow procedures and lead and deal effectively with emergencies and/or unexpected situations, including supporting others as required.

## ROLE REQUIREMENTS

* A Diploma/Advanced Diploma in Administration or Business (or equivalent) comprising of two years of study and/or relevant demonstrated knowledge and experience in a comparable role.
* Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
* Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
* First Aid Qualification as directed by the school.
* Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
* As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
* Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
* Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
* Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.