

Position Information Document

Personal Assistant to the Principal & Registrar

NAME:	
POSITION TITLE:	Personal Assistant to the Principal & Registrar Education Support Officer (ESO)
STREAM:	Administration
GRADE:	Grade 4
EMPLOYMENT:	Permanent
HOURS PER WEEK:	37.5 hours per week 8:30am – 4:30pm Monday to Friday including an unpaid 30-minute lunch break each day.
WEEKS PER YEAR:	42 weeks
FRACTION OF TIME:	0.87 FTE
ADDITIONAL INFORMATION:	Some flexibility and out of hours work will be required from time to time during busy, peak workload periods and to support special events. Overtime as applicable is available.

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.

1. POSITION OVERVIEW

Our Lady of the Sacred Heart (OLSH) College is a Catholic secondary school for girls from Years 7 – 12. The College educates our students in the spirit of our Founders, the Daughters of Our Lady of the Sacred Heart, building on a tradition of over 70 years at the heart of inspiring excellence in girls' education. Our College a vibrant, inclusive, and hope filled community where each individual is valued. Our professional and competent staff strive to prepare students for future challenges by encouraging creativity, perseverance and resilience.

Under moderate direction, the position of Personal Assistant to the Principal and Registrar requires a wide range of advanced level and varied executive administrative duties and project work to assist the leadership team, School Board, staff and other members of the school community and visitors, to deliver an efficient and responsive customer focused administration service.

This position requires a professional and highly competent frontline person to efficiently handle the flow of people and enquiries associated with the day-to-day administrative running of the school and Principal's office.

2. SIGNIFICANT WORKING RELATIONSHIPS

The Personal Assistant to the Principal works under the direction of the Principal to whom they are responsible to.

Working Relationships

Internal

- Principal
- OLSH College Leadership Team
- OLSH College Stewardship
- OLSH College Finance Committee
- College Community - staff, families, and students
- OLSHLinks

External

- Visitors and prospective families and their daughter/s
- Partner Primary schools and other school communities
- Catholic Education SA (CESA) and networks for example local parishes, Southern Cross paper
- External agencies/organisations, partners and providers such as SA Government representatives, local councils, SACE Board etc
- Government departments, other agencies, service providers, networks as appropriate
- Advocacy bodies, relevant associations and the like for example International Coalition of Girls Schools (ICGS)

3. KEY RESPONSIBILITIES

PERSONAL ASSISTANT

Administrative

- Provide a complete professional administrative service to the Principal and Leadership as directed including routine organisational activities (e.g. calendar management, scheduling meetings, travel arrangements, Front Office/Reception support, etc), and work of a highly confidential and sensitive nature, recruitment & onboarding activities (listing positions, arranging interviews etc) and meeting support (preparing Agendas, taking notes, follow-up actions etc).
- Using computer software packages (ie Microsoft Office) including desktop publishing and web software and management information systems at an advanced level to support the effective administration operations of the school.
- Undertake responsibility for special projects where advanced administrative and organisation skills are required to effectively deliver required outcomes.

Personal Assistant to the Principal

- Liaise on behalf of the Principal (or delegate) with the school community and service providers to effectively support school activities, functions and events.
- As directed, draft more complex correspondence which initiates or responds to new cases or situations as well as non-standard executive correspondence including confidential and sensitive correspondence and communications.
- Provide full support for all events, meetings, occasions that are hosted and sponsored by the Principal

Human Resources

- Maintain employee records effectively and apply knowledge of CESA and school policies and procedures to provide accurate advice to other employees as appropriate to the role requirements.
- When required, process Working with Children Clearance and screening requests and maintain an accurate Volunteer Register to ensure timely completion and compliance with CESA and legislative requirements for new staff and volunteers.
- Support the College's recruitment and onboarding processes including preparing advertisements, scheduling interviews, notifying applicants, collation of applications, preparing and maintaining accurate employment-related documentation, etc to effectively support College staffing needs.

REGISTRAR

Enrolments

- As applicable, undertake the full scope of Registrar administrative duties including data management, arranging meetings/events/functions for prospective/new families/College tours/transition program/orientation days, OLSH Open Days etc. to support the growth of the College.
- Manage the end-to-end enrolment process, including responding to enquiries, processing applications, issuing documentation, coordinating interviews, and finalising enrolments in accordance with College procedures.
- Support the International Programs Officer with any international applications enquiries, liaise with the Catholic Education Office regarding Vevo checks in relation to visas for prospective families, as needed.

Data Management and Reporting

- Ensure relevant data systems are maintained within record keeping guidelines for currency of student, employee (including contact details, medical and emergency contacts), and alumnae records and the like and provide accurate reports when required
- Accurately complete all data entry related to enrolments—including enquiries, applications, and notes—into the College's enrolment software in a timely manner; maintain up-to-date enrolment status records and provide monthly reports to the Principal as required.

OTHER

- Actively support organisation of and participate in school events/activities, meetings, required training, professional development, and professional reviews. On occasion this may involve attendance away from the College and/or outside of normal working hours.
- Undertake other duties, as required by the Principal (or delegate).

4. PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated experience in providing a high level of specialised administrative tasks and applying a broad knowledge base incorporating theoretical concepts with substantial depth in areas of responsibility.
- Advanced level of proficiency in 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.
- Excellent interpersonal and communication (written and verbal) skills for positive engagement, role modelling, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others to achieve group outcomes is expected.
- Demonstrated ability to work under moderate direction, be responsible for own outcomes within broad parameters and remain fully competent requiring little or no guidance during the performance of work to achieve stated objectives.
- Demonstrated experience in supporting and administering projects.
- Able to analyse, diagnose, design and implement solutions across a broad range of functions and evaluate information and use for forecasting, planning or research purposes. Experience in preparing and monitoring a budget is also expected.
- Comprehensive knowledge of relevant policies, procedures and associated obligations to meet all compliance requirements.

- Demonstrated ability to maintain a very high level of confidentiality.
- Willingness to positively lead and support school activities/events, attend meetings and undertake required training with flexibility and availability on occasion outside of normal working hours.
- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations.

5. **ROLE REQUIREMENTS**

- A Diploma in Administration, Marketing or Business (or equivalent) comprising a minimum of one year 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.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- 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.