



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Executive Assistant to the Deputy Principals
Classification	Full Time
Category	Category C
Length of Appointment	Ongoing
Key Reports	Deputy Principal Student Wellbeing Deputy Principal Learning & Teaching Deputy Principal Staff & Operations Administration Coordinator
Award	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	College Administration Team

Purpose of the Position

The Executive Assistant to the Deputy Principals is responsible for providing administration support to various departments within the College including but not limited to the Learning & Teaching Team, Wellbeing Leadership Team and Head of Faith and Mission.

Along with administrative responsibilities, data entry and maintenance of data is a key aspect of this role. The Executive Assistant to the Deputy Principals will work with staff members who have curriculum and teaching responsibilities, providing administrative support to them, whilst always maintaining confidentiality.

As a member of the College staff, the Executive Assistant to the Deputy Principals will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Executive Assistant to the Deputy Principals will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Key Contacts

- Administration Coordinator
- Deputy Principal Staff & Operations
- Deputy Principal Learning & Teaching
- Deputy Principal Student Wellbeing
- Learning & Teaching Team
- Head of Faith & Mission

Key Roles and Responsibilities (General Administrative Support)

This section highlights the broad level support that the Executive Assistant to the Deputy Principals will offer within the College.

- With guidance and direction, prepare and update electronic presentations for staff, student and parents.
- Provide efficient administrative and organisation support to the following:
 - Learning & Teaching Team
 - Wellbeing Leadership Team

- Deputy Principal Staff & Operations
 - Head of Faith and Mission
- In consultation with the Marketing and Communications Coordinator, update and maintain policies, procedures and information on the College website
 - Manage the diaries and appointments for the Deputy Principal Staff & Operations, Deputy Principal Learning & Teaching and the Deputy Principal Student Wellbeing
 - Other duties as directed by the Administration Coordinator, Principal or Deputy Principals.

Deputy Principal Learning and Teaching (Learning & Teaching Team)

This section outlines the specific support provided to the Learning & Teaching Team

- Update subject information for course descriptions, assessment items, grade descriptors
- Manage reports for past and present students
- Prepare and update electronic presentations for information evenings and meetings
- Work with the Learning & Teaching Leader (Data Analysis) in the administrative planning for Parent Teacher Interviews, NAPLAN, and Reporting
- Prepare materials for various Learning & Teaching led meetings
- Compile and publish curriculum booklets and course overviews, in consultation with Learning and Teaching Leaders
- Provide all necessary administrative assistance in the follow up of curriculum-based student resources (e.g., booklist items and digital resources)
- Assist the Learning & Teaching Leader (Student Pathways) and Diversity Leader in the preparation of internal examination materials including copying of examination papers as requested and ensuring all papers are available prior to commencement of the examinations, preparation of rooms, liaising with maintenance and cleaning staff
- Prepare agendas and take minutes for Learning & Teaching minutes, when required
- Prepare database extracts for results on request by the Learning & Teaching Team
- Support the Learning & Teaching Leader (Student Pathways) with the coordination of supervision for VCAA exams at onsite and offsite locations
- Any other administrative tasks as assigned by the Deputy Principal Learning & Teaching.

Deputy Principal Student Wellbeing (Wellbeing Leadership Team)

This section outlines the specific support provided to the Wellbeing Leadership Team

- Update child safety material, including PROTECT documentation and policies, as directed by the Deputy Principal Student Wellbeing and Head of Student Wellbeing
- In consultation with the Deputy Principal Student Wellbeing and Head of Student Wellbeing, update and maintain the College Wellbeing policies in various forums (e.g., on our website, and our LMS)
- Support the Deputy Principal Student Wellbeing in organising College events (e.g., prepare presentations and scripts for assemblies in consultation with the Wellbeing Leadership Team)
- Provide administrative assistance to support the organisation of College events (e.g., Live Fully Act Justly Day, Year 7 Testing Day, Parent information evenings, Parents and friends committee, Graduation ceremony, Investiture ceremony)
- In consultation with the Deputy Principal Student Wellbeing and Head of Student Wellbeing, facilitate quarterly reports of key wellbeing data metrics to the Melbourne Archdiocese Catholic Schools
- Prepare student wellbeing data for the Wellbeing Leadership Team as requested
- Any other administrative tasks as assigned by the Deputy Principal Student Wellbeing.

Deputy Principal Staff & Operations

- Assist in the preparation of policy review timelines for dissemination to relevant staff
- Keep a detailed timeline for mandatory training review dates, and in consultation with the Deputy Principal Staff & Operations, schedule appropriate training dates for staff to gain and maintain mandatory accreditations
- Update and review internal operations-related policies in consultation with the Deputy Principal Staff & Operations
- Prepare agendas for Consultative Committee, OH&S Committee and other meetings as required by the Deputy Principal Staff & Operations
- Assist in the publication of College meetings, and logistics surrounding College events
- Update attendance types and profiles in consultation with the Deputy Principal Staff & Operations
- Provide efficient administrative and organisation support to the Deputy Principal Staff & Operations
- Any other administrative tasks as assigned by the Deputy Principal Staff & Operations.

Head of Faith and Mission

Provide administration support as requested by the Head of Faith and Mission

- Prepare PowerPoint presentations in consultation with the Head of Faith and Mission.
- Format and print booklets as required.

Communication

- Facilitate and provide quality and efficient written and verbal communication
- Build and sustain positive relationships with staff, parents and students.

Other

- Participate in staff meetings as required
- Perform other duties as may be required from time to time
- Provide reception support when required

General Qualifications & Experience

- Valid Working with Children Check
- National Police Check
- Experience in an Administration environment (desirable, but not essential)
- Experience as an Executive Assistant (desirable, but not essential)
- Experience with OneDrive and Microsoft teams (desirable, but not essential)

Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent organisational skills
- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.

Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College
- Enthusiastic and highly motivated to contribute
- Operate effectively in a team environment
- Maintain high work standards with minimal supervision
- Flexible and able to operate effectively in a changing environment
- Working with Children Check for Victoria and National Police Record Check (required)
- Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines, manage competing tasks with a high level of attention to detail
- First Aid qualifications (desired, not essential as training can be provided)

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation
2. Excellent oral and written communication skills, with the ability to cater to different audiences
3. Highly developed initiative and ability to think strategically
4. Capacity to operate effectively in both individual and team environments, with capacity to balance competing priorities

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Application Procedure

Please email your cover letter, curriculum vitae and detailed response to the key selection criteria to the College Principal, Mr Jamie Madigan employment@crccs.vic.edu.au

Applications close: Wednesday 16 November 2022, 9:00am