



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Executive Assistant to the Deputy Principal Staff & Operations

Title	Executive Assistant to the Deputy Principal Staff & Operations
Classification	Full Time (Ongoing)
Category	Category C - Level 3
Hours	7am to 3pm
Key Reports	Deputy Principal Staff & Operations Timetabling & Daily Organisation Coordinator Experiential Learning Coordinator
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	College Administration Team

Purpose of the Position

The Executive Assistant to the Deputy Principal Staff & Operations is a newly created role that is responsible for assisting in the efficient day-to-day operations of the College, through supporting the Staff & Operations Team. This role requires significant attention to detail through data entry and validation using a variety of platforms, alongside strong communication and interpersonal skills.

This position will provide highly efficient and effective administrative services to various areas within the College as outlined in the Position Description, alongside having a primary role in the Daily Organisation of the College. This position is directly responsible to the Deputy Principal Staff and Operations, whilst working collaboratively with the College Operations Team.

Along with administrative responsibilities, data entry and maintenance of data is a key aspect of this role. Executive Assistant to the Deputy Principal Staff & Operations will provide a high-level administrative support, whilst always maintaining confidentiality.

As a member of the College staff, the Executive Assistant to the Deputy Principal Staff & Operations will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Executive Assistant to the Deputy Principal Staff & Operations 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

- Deputy Principal Staff & Operations
- College Operations Team

Key Roles and Responsibilities (General Administrative Support)

This section highlights the broad level support that the Executive Assistant to the Deputy Principal Staff & Operations will offer within the College; Daily Organisation and Events Assistance.

Daily Organisation

The Executive Assistant to the Deputy Principal Staff & Operations is responsible for ensuring the day-to-day College Operational requirements are fulfilled. Under the direction of the Timetabling and Daily Organisation Coordinator, the Executive Assistant to the Deputy Principal Staff & Operations is responsible for:

- Creating, importing, and maintaining an up-to-date Published Daily Organiser File
- Allocation of replacement duties to teachers to cover teacher absences as per the College Replacement Duties Guidelines
- Overseeing the engagement of Casual Relief Teachers (CRTs) to perform relief teaching work at the College
- Keeping an up-to-date list of allocated “extras” for each staff member as part of their load and the cumulative total of “extras” taken
- Publication of covered classes and room changes via a Daily Bulletin
- Transferring of replacement duties and room changes to SEQTA
- Facilitating of new CRT induction, and coordination of timesheets and ICT related loans
- Overseeing the operation of the Replacement Classes Folder and processes
- Liaising with Teaching Staff regarding work left when absent, and ensuring it is accessible for the replacing teacher
- Liaising with the Deputy Principal Staff & Operations to ensure adequate coverage of teachers on extended periods of absence
- Raising with the Deputy Principal Staff & Operations any absence from class concerns may arise with respect to individual teachers which may have an adverse impact on the continuity of learning for their class/es
- Reminding and upskilling staff on appropriate procedures using the EMS360 system for Leave and Absence
- Assisting the Deputy Principal Staff & Operations and the Timetabling & Daily Organisation Coordinator in gathering feedback from staff on the performance of individual CRTs and use this to inform future CRT bookings
- Printing and distributing published timetables (e.g., rooming and student timetables)
- Producing reports to represent and visualise data, including highlighting trends.

Event Management

In consultation with the Deputy Principal Staff & Operations, the PAC & Events Coordinator and the Experiential Learning Coordinator, the Executive Assistant to the Deputy Principal Staff & Operations will be responsible for the smooth operation of events in the College; both internally and externally.

They will maintain aspects of the EMS360 System and the Operoo Platform. As part of this, they will:

Event Management – EMS360

- Maintain the EMS360 Platform, including updating staff details and relevant policies and procedures
- Under the direction of the Experiential Learning Coordinator, review submitted documentation provided through the EMS360 platform and liaise with relevant staff members to ensure all

policies and procedures are fulfilled in the submission of EMS360 applications; including those involving Leave, Absence, Professional Development and Activities, Camps and Excursions

- Under the direction of the Experiential Learning Coordinator, oversee the submission of risk assessment documentation and other associated documentation relating to Activities, Camps & Excursions compliance, including initiating follow up with staff members as required
- Provide up-to-date reports for the progress of all submitted EMS360 events as required.

Operoo Management

- Maintain the administration of the Operoo platform, including the management/sync of data for students and staff
- Ensure all events uploaded to Operoo adhere to relevant policies and procedures
- Distribute workflow of Operoo eForms amongst relevant staff to ensure all events requiring parent/carer consent are communicated in a timely manner
- Assist in the development of training for staff in the use of Operoo.

General Events Management

- Update the College calendar to reflect approved College events and meetings
- Liaise with the Marketing Manager to ensure appropriate communication of internal and external College events
- Liaise with the PAC & Events Coordinator to ensure seamless organisation of internal College events
- Oversee the logistics of the organisation for internal events in collaboration with the PAC & Events Coordinator – for example, the coordination of chair movement for assemblies
- Assist staff in the submission of risk assessments for excursions and internal events.

Communication

- Liaise with students, staff, parents and the community regarding issues communicated to the Deputy Principal Staff & Operations in a calm and professional manner
- Facilitate and provide quality and efficient written and verbal communication for the Deputy Principal Staff & Operations
- Build and sustain positive relationships with staff, parents and students.

General

- 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
- 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
- Schedule interviews for candidates for advertised roles

- Complete contracts using previously established templates and send these out via BambooHR
- Oversee the administration of the BambooHR platform
- Oversee VIT Nexus Portal
- Any other administrative tasks as assigned by the Deputy Principal Staff & Operations.

Other

This position does not adhere to the standard College operating hours and will expect work to commence prior to the start of the school day (commencing at 7.00 am) in order to ensure adequate organisation of day-to-day school processes.

- 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 with Timetabling Solutions – Web Daily organiser (or similar package)
- Experience in school environments
- 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 1359 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
5. High level experience with operations and events in school environments.

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 Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Please complete the application process via our online employment portal.

Your application should include your cover letter addressing the key selection criteria (maximum 2 pages) and an up-to-date curriculum vitae. Applications should be addressed to the College Principal, Mr Jamie Madigan.

Late Applications will not be accepted.

Applications that do not address the position description or key selection criteria will not be considered.