



*Marist-Sion College – Warragul*

# Position Description Executive Assistant

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

## STATEMENT OF DUTIES

<p><b>Position Summary</b></p>	<p>The Executive Assistant is a diverse role with key responsibilities including, providing professional front of house services, overseeing the organisation of day to day office operations, coordination of workflows and ensuring the executive diary is maintained to a high standard. The role will manage the implementation of some event projects and strategic plans for current and future projects.</p> <p>The Executive Assistant is appointed by the Principal and is employed by Diocese of Sale Catholic Education Limited (<b>DOSCEL</b>).</p> <p><b>Employment Category:</b> Category C - Education Support Employee  <b>Classification level:</b> Level 3  <b>Campus Location:</b> Warragul  <b>Agreement:</b> Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p><b>Organisational Relationships</b></p>	<p><b>Reports to:</b> Executive members (assigned)  <b>Direct Reports:</b> Nil  <b>Internal Liaisons:</b> Executive Team, Executive Assistants Team, Administration Team, Students, Teachers, and College Staff.  <b>External Liaisons:</b> Members of the College Community and General Public.</p>
<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• <b>Point of contact:</b> Act as the main point of contact between Executive members, staff, students, and the College community.</li> <li>• <b>Calendar management:</b> Assist with Microsoft Outlook calendar management and meeting arrangements for multiple parties.</li> <li>• <b>Agenda preparation:</b> Prepare agendas for meetings convened and communicate agendas and minutes to relevant teams.</li> <li>• <b>Minute taking:</b> Act as minute taker, finalise minutes, and make them available as required using OneNote and Teams.</li> </ul>

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	<ul style="list-style-type: none"> <li>● <b>Material preparation:</b> Prepare materials including files and correspondence.</li> <li>● <b>Correspondence preparation:</b> Prepare correspondence as required.</li> <li>● <b>Event organisation:</b> Assist with organising, conducting, and preparing for College assemblies, special events, and staff meetings.</li> <li>● <b>Administration:</b> Oversee the administrative initiatives for the allocated Executives to ensure well maintained workflows and compliance with relevant policies and procedures.</li> <li>● <b>Proofreading and editing:</b> Assist with managing correspondence and publications, including proofreading and editing formal documents and communications prior to publication.</li> <li>● <b>File and record maintenance:</b> Maintain files and records in an organised manner.</li> <li>● <b>Phone management:</b> Answer all telephone calls and provide appropriate concierge and referrals.</li> <li>● <b>Prioritisation:</b> Help prioritise issues requiring immediate attention.</li> <li>● <b>Visitor management:</b> Ensure visitors are welcomed and attended to positively.</li> <li>● <b>Team collaboration:</b> Collaborate, support, and communicate regularly with the Executive Assistant Team.</li> <li>● <b>Confidentiality:</b> Handle all sensitive information with the utmost confidentiality and discretion, ensuring that all matters related to the College are treated in a secure and private manner.</li> <li>● <b>Versatility and flexibility:</b> Demonstrate the ability to adapt and work efficiently with multiple Executives simultaneously, adjusting to shifting priorities and managing diverse tasks effectively.</li> </ul>
<p><b>Child Safety</b></p>	<ul style="list-style-type: none"> <li>● Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>● Assist in the provision of a child-safe environment for students.</li> <li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>● Be actively engaged in professional development in your area of work.</li> <li>● Be actively engaged in researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>● Continue to develop ICT skills on platforms to support work.</li> </ul>
<p><b>General Duties</b></p>	<ul style="list-style-type: none"> <li>● Support the Catholic Identity of the College.</li> <li>● Understand the relevant compliance imperative.</li> <li>● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>● Assist with disaster response tests such as evacuations and lockdowns.</li> <li>● Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal.</li> <li>● Demonstrate professional and collegiate relationships with colleagues.</li> <li>● Other duties as directed by the Principal.</li> </ul>

## STATEMENT OF DUTIES

### Skills/Attributes

- Excellent time management and interpersonal skills
- High level organisational, planning and prioritising skills.
- High level administrative knowledge and skill.
- High level problem solving capabilities.
- Strong attention to detail.
- Ability to build rapport and maintain positive relationships.
- Ability to meet strict deadlines.
- Professional and approachable.
- Friendly and warm personality.
- Professional and approachable.
- Self-motivated.

# Selection Criteria

## Executive Assistant

SELECTION CRITERIA	
1. <b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> </ul>
2. <b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children.</li> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• A demonstrated understanding of Mandatory Reporting.</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
3. <b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A qualification in Administration or related area, and/or equivalent work experience.</li> <li>• A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary).</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in a School or Higher education.</li> </ul>
4. <b>Extensive secretarial / administrative skills, and the ability to manage competing tasks simultaneously.</b>	<ul style="list-style-type: none"> <li>• Ability to manage a well organised executive diary system.</li> <li>• Excellent note taking and reference abilities.</li> <li>• Proficiency in the use of software packages, such as Microsoft Office.</li> <li>• Highly motivated, with an ability to prioritise multiple tasks and work within strict deadlines.</li> <li>• Ability to adhere to policies and procedures, ensuring high standards.</li> </ul>
5. <b>Excellent communication skills, excellent professional presentation and excellent written and verbal qualities.</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with people on all levels.</li> <li>• Excellent interpersonal skills.</li> <li>• Considerable degree of tact, diplomacy and maturity to communicate with a wide range of people including junior and senior students, families and community members.</li> </ul>
6. <b>Proven ability to maintain confidentiality.</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of privacy and confidentiality .</li> <li>• Ability to maintain concise records, ensuring high standards.</li> </ul>