

## Position Description

# Administration Support Officer to the Chief Financial Officer

**OMNIA SUPERAT DILIGENTIA**

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School, including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

### *Our Purpose*

Opening doors for a brilliant future.

### *Strategic Pillars*

**World Ready:** We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

**Future Focused:** We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

**True Belonging:** We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

**Destination School:** We leverage our unique place and space as a premier destination for learning and work.

**New Momentum:** We continue our legacy by making smart, resilient investments in our future.

### *Our Values*

- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

### *Location*

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EAST IPSWICH QLD 4305  
Telephone: +61 7 3454 4447  
Facsimile: +61 7 3454 4480  
Email: [principal@iggs.qld.edu.au](mailto:principal@iggs.qld.edu.au)  
Website: <http://www.iggs.qld.edu.au>

| THE ROLE               |  |
|------------------------|--|
| <b>Position Title:</b> | Administration Support Officer to the Chief Financial Officer (CFO)  |
| <b>Department:</b>     | Business Services  |
| <b>Reports to:</b>     | Chief Financial Officer (CFO)  |
| <b>Classification:</b> | Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2024 - 2026: <b>Level 4</b> |
| <b>Hours:</b>          | 0.5 FTE (37.5hrs per fortnight)  |

### *Your Opportunity*

The Administration Support Officer to the CFO is a key contributor to the efficient administrative management and operation of the office of the CFO by providing a range of operationally focused administrative support.

This role is a key member of the secretariat and governance function supporting the CFO in their role as Secretary to the Board of Trustees including managing and supporting the Board of Trustees.

In this role, you will work independently to perform a comprehensive range of duties that provides exceptional service and engagement for the CFO and the Board of Trustees and requires a highly motivated, organised person with an exceptional level of administrative skills, professionalism, initiative, executive secretarial experience and ICT expertise.

As the Administration Support Officer to the CFO, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School within the school and wider communities.
- Attend staff development and training programs when and if appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.
- Be available to work after business hours as required to attend Board and/or Board Committee meetings (Flexible working arrangements such as later commencement on the days of Board meetings or time in lieu will be made available).

### *Your Role*

Some of the duties identified for this role include, but are not limited to:

#### *Administration Assistance to CFO:*

- High level administrative support to the CFO, including diary maintenance/management, meeting organisation, review of correspondence, composition of appropriate responses where required
- Preparation and co-ordination of reports and agendas on behalf of the CFO for various School committees and CFO organised meetings, including attendance at meetings, minute taking and following up action items where required
- Preparation and drafting of documents in consultation with the CFO.
- Supporting the CFO in organising any CFO coordinated staff professional development or events
- Working with the CFO to ensure ongoing compliance with the Grammar Schools Act and attend to all other relevant statutory and/or legislative reporting requirements
- Establishing and implementing effective records management to ensure systems are kept up-to-date and records are moved and tracked efficiently.
- Assisting the School with preparation of statutory reporting requirements, including the Annual Report and accreditation.
- Compiling census data for State and Federal reporting, and various other legislative reporting requirements
- Undertaking any other duties required to provide administrative support and facilitate the efficient functioning of the office and the School as directed by the CFO or Principal.

### *Administration Assistance for the Board of Trustees:*

- Providing administrative support to the Board of Trustees and Board Sub Committees on behalf of and in liaison with the CFO, including:
  - liaising with the Chair of the Board, the Chair of the Audit, Risk and Compliance Committee, and Trustees as required
  - drafting correspondence for approval and maintaining correspondence registers
  - arranging meetings (and associated room bookings, ICT requirements, catering, etc.)
  - preparation of agendas and management of action items and distributing meeting papers
  - attendance and minute taking of Board meetings
  - minute taking of other subcommittee meetings as required by the CFO
  - collecting and consolidating draft reports
  - maintaining the Board's online portal (currently Board Pro)
  - online records management of the Board of Trustees and Board Secretariat files
  - drafting the annual Board calendar and planner for approval
  - assisting the CFO (in the capacity of Secretary to the Board) with the Board election process when required
  - support the Board of Trustees end to end induction process including induction packs, follow up, policy review, etc
  - administering the cyclical Board reconstitution process
  - deal with highly sensitive and confidential information while supporting the implementation and administration of the governance framework
- Liaising with the Department of Education regarding Board of Trustee requirements.

The ability to always maintain professionalism and strict confidentiality is a key requirement of the role.

### *Occupational Health and Safety*

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All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Always ensure that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

### *Competency Required*

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- Demonstrated previous experience (ideally 2+ years) in a similar role supporting middle management or executive managers.
- High level oral and written skills with highly effective verbal and listening communication skills and attention to detail.
- Highly developed interpersonal and public relations skills with an ability to always present professionally.
- Demonstrated experience in taking, collating and presenting Board and Committee Papers and recording and delivering meeting minutes.
- Excellent time management skills and the ability to manage competing priorities in a dynamic environment.
- High level of problem-solving skills and the ability to manage and find solutions for unexpected situations, as well as anticipate problems that may arise in future.
- Highly proficient level of computer skills, including the ability to maneuver excel spreadsheets and word processing programs (Microsoft Office Suite, TEAMS).
- Demonstrates a high level of personal integrity, professionalism, discretion, confidentiality, and initiative with the ability to work autonomously
- A sound understanding of government and board procedures and the ability to work outside of core business hours as required to support the Board of Trustee meetings and requirements.
- Capable and efficient office organisation, management and administration skills
- A high regard for customer/client service and response, with the ability to work with internal and external clients whilst displaying a high level of professionalism
- A willingness to identify and assist with other tasks in order to facilitate the smooth operations of the organisation

- Ability to acquire and maintain a Positive Working with Children Check (Blue Card).

### *Formal Qualifications*

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- Qualifications in a relevant field or training or experience within an executive administrative support role is a requirement.
- Experience in governance and secretarial roles would be highly regarded.

### *Selection Criteria*

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Within the context of the duties described above, the ideal applicant will be someone who has:

1. Demonstrated ability to provide executive level administration support whilst managing competing priorities in a dynamic working environment.
2. Demonstrated high level oral and written communication skills including highly proficient computer skills and a meticulous eye for detail.
3. Demonstrated experience in Board Secretariat functions or similar including but not limited to preparing meeting agendas, taking meeting minutes, proactively following up action items to completion, managing the workflow of a Board or executive/middle manager.
4. Demonstrated ability to work under minimal supervision, prioritise tasks and consistently meet deadlines.
5. Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.

### *Blue Card*

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Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

### *Final Statement*

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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 work tasks, not specifically stated, that match with the skills required for the role. 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.