

College Leadership Team Assistant

Classification:	CEMEA 2022, Education Support Services, Category C, Level 3
Employment Type:	Full time; Ongoing
Reports to:	Deputy Principal - Student Programs and Staffing
Direct Reports:	N/A

Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.



Strategy 2021 and Beyond articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The College Leadership Team comprises senior leaders including Principal, Deputy Principals, and non-teaching Executive Leaders. The team leads all aspects of College strategy, governance, culture and practice, building and driving partnerships and initiatives that deliver the College's Vision and strategic priorities.



Educating Girls to Make a Difference

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Page 1 of 4

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Primary Purpose and Key Priorities of Position

The College Leadership Team (CLT) Assistant works in partnership with the Deputy Principals and other members of the leadership team. The CLT Assistant delivers a full range of clerical, administrative and general support functions, and demonstrates confidence, flexibility, reliability and an unwavering commitment to the College's evolving vision for education.

The CLT Assistant undertakes a range of administrative and coordination responsibilities, including but not limited to:

- Managing the day-to-day calendars of the College Leadership Team, as well as other relevant College calendars
- Liaising with internal and external stakeholders, acting as representative of the College and College Leadership Team in doing so
- Coordinating meetings, including scheduling and preparation, agendas and minutes and actioning items
- Developing and preparing high quality resource, presentation, budget and expenditure reports and documentation utilising a range of systems and formats
- Ensuring the integrity and currency of the College's internal communications board, leading continual reviews of content and usage
- Reviewing and/or implementing systems and practices to ensure efficiency and quality output
- Forecasting and planning for future needs, design processes, actions and workflows to support College Leadership in meeting these needs
- Assisting with College recruitment where appropriate and necessary
- Supporting in relevant policy and procedure development, review and distribution
- Partnering with College leadership members to complete plans and investigations in items relating to emergency management, insurance, data breaches and the like
- Providing high level support to College Leadership in various complex or confidential reports
- Partnering with internal stakeholders for College wide initiatives
- Being a key driver of College events including preparation and planning
- Scheduling and booking travel, as well as overseeing the use of College Vehicles by workplace participants
- General administration including correspondence, database management and best use of systems, technology and work practices

Other accountabilities and duties

In addition to the primary purpose and key priorities, the CLT Assistant will:

- Undertake other reasonable duties as directed
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development

The CLT Assistant will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

Key Relationships

Key relationships include:

- Deputy Principal(s)



- Members of the College Leadership Team
- Executive Assistant to the Principal
- People and Capability
- College Organiser
- Daily Organiser

Experience and Qualifications

Essential:

- Previous experience in a personal assistant (or similar) position, with a demonstrated commitment to continued professional and personal growth to enhance skills
- High level organisational skills with strong attention to detail
- A highly professional manner with excellent collaboration and communication skills
- Ability to work independently and proactively, prioritising, planning, and fulfilling commitments
- High level technology and systems skills, particularly in relation to the Microsoft Office and Google Suites
- Ability to put in place and/or review systems and practices to ensure a continued focus on efficiency and quality output
- Commitment to work within and positively advance the mission and Mercy values
- Understanding and/or appreciation of the principles of a Catholic community organisation

Desirable

- Professional industry membership, or involvement in relevant networks
- Previous administration experience in a school setting

This position requires a current Police Check, Working with Children Check and drivers' licence. Evidence of full vaccination (boosted) against Covid-19 is required.

Child Safety

The CLT Assistant will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning and will proactively support a child safe environment.

Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.



General Work Description - Education Support Services, Level 3 (VCEMEA)

Competency	<ol style="list-style-type: none"> Competency at this level may include Level 1 – 2 competencies. In addition, competency at this level involves the development and application of professional knowledge in a specialised area(s) and utilising a broad range of skills. An Employee at this level will have a depth or breadth of expertise developed through extensive relevant experience and application, and performs work assignments guided by policy, precedent, professional standards and expertise. This may require the provision of support and advice to senior management and/or performing a support role to a senior administrator.
Judgement, Independence and Problem-Solving	<ol style="list-style-type: none"> Roles at this level will require problem solving that involves the identification and analysis of diverse problems, and will apply appropriate technical training and expertise to decision-making. Roles at this level will generally have scope to undertake some or all of the following in their area: <ul style="list-style-type: none"> innovate within own function and take responsibility for outcomes; design, develop and test equipment, systems and procedures; participate in planning involving resources used and developing proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; and/or analyse and report on data and experiments
Direction	<ol style="list-style-type: none"> Routine supervision to general direction, depending on tasks involved and experience. Supervision is present to review established objectives
Supervision	<ol style="list-style-type: none"> Roles at this level may be required to: <ul style="list-style-type: none"> supervise students while performing their normal duties but may not be used instead of a Teacher; supervise other Employees at lower levels
Qualifications and Experience	<ol style="list-style-type: none"> Level 3 duties typically require a skill level which assumes and requires knowledge or training equivalent to: <ul style="list-style-type: none"> Completion of a degree without relevant work experience; Completion of an advanced diploma qualification and at least one year's relevant work experience; Completion of a diploma qualification and at least two years' relevant work experience; Completion of a Certificate IV and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.

