



Executive Assistant to Principal

Position Description	
Position:	<i>Executive Assistant to Principal</i>
Duration:	<i>29 June 2026 – 14 July 2027</i>
Employer:	<i>St Joseph's College Geelong</i>
Location:	<i>Geelong, Victoria</i>
Award:	<i>Catholic Education Multi Enterprise Agreement 2022</i>
Contract:	<i>Full Time – Fixed Term Leave Replacement</i>
Category:	<i>Education Support Level 3 Category C (normally works 45 weeks per year and receives seven weeks' paid non-term weeks)</i>
Wage Range:	<i>\$78,988 – \$89,499 + superannuation</i>
Closing Date:	<i>10 May 2026</i>

About Us

St Joseph's is a Catholic Edmund Rice Education Australia Boys' Secondary College, with an enrolment over 1800 students. This college community is committed to the safety, wellbeing and protection of all children in our care. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

As a Catholic school we aspire to form students' hearts and minds to act with Integrity and Compassion within a learning culture that is engaging, rigorous, inclusive, innovative and within which each student is challenged to achieve excellence.

Role Summary

The Executive Assistant (EA) to the Principal provides high-level administrative, organisational, and strategic support to ensure the smooth and efficient operation of the Principal's office. This role is central to enabling the Principal to focus on leadership priorities by managing communications, coordinating workflows, and maintaining strong relationships across the school community.

The EA acts as a trusted partner to the Principal, exercising sound judgment, professionalism, and confidentiality at all times.

Key Responsibilities and Duties

EXECUTIVE SUPPORT

- Manage the Principal's calendar, appointments, and daily schedule.
- Prepare briefing notes, correspondence, reports, and presentations.
- Coordinate meetings, including agendas, minutes, and follow-up actions.
- Screen and prioritise incoming communications, responding on behalf of the Principal where appropriate.
- Maintain confidentiality and handle sensitive information with discretion.
- Coordinate pastoral support to the College Community in times of bereavements, serious illnesses or other circumstances including management of notifications and support.

ADMINISTRATION AND OFFICE MANAGEMENT

- Oversee the smooth operation of the Principal's office, ensuring efficient systems and processes.
- Maintain accurate records, files, and documentation.
- Support the preparation of school-wide communications, newsletters, and announcements.

- Proofreading of College publications.
- Assist with policy updates, compliance documentation, and governance requirements.
- Support school initiatives, strategic projects, and leadership priorities.
- Assist with planning and delivery of school events, ceremonies, and community activities.
- Track project timelines, deliverables, and reporting requirements.
- Assist with organising gifts for guests and speakers at the College.
- Have a commitment to and awareness of matters in relation to Occupational Health and Safety.
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College.
- General administrative tasks as directed by the Principal.

STAKEHOLDER ENGAGEMENT

- Act as a key point of contact for staff, students, parents/carers, and external stakeholders.
- Build positive, professional relationships across the school community.
- Coordinate visits, events, and engagements involving the Principal.
- Represent the Principal's office with warmth, professionalism, and clarity.

COMPLIANCE AND GOVERNANCE SUPPORT

- Assist with documentation for regulatory bodies, school advisory council and leadership committees.
- Support risk, compliance, and child safety processes as required.
- Ensure the Principal is well-briefed on deadlines, obligations, and key governance matters.

CHILD SAFETY

- Provide students with a child-safe environment.
 - 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.
 - Proactively monitor and support student wellbeing.
 - Exercise pastoral care in a manner which reflects school values.
- Implement strategies which promote a healthy and positive learning environment.

Personal Qualities

Mandatory licensing:

All individuals employed by the College need to have a Working with Children (Employee) Card and a National Police Record Check.

Essential

- Experience in executive support, administration, or office management.
- Exceptional organisational and time-management skills.
- Professional, calm, and approachable manner.
- Strong written and verbal communication abilities.
- High attention to detail and a proactive, adaptable mindset.
- Professionalism, discretion, and the ability to handle sensitive information.
- Confidence working with digital tools and Microsoft Office.
- Strong interpersonal skills and the ability to build trust.
- Proactive, adaptable, and solutions-focused.
- Commitment to the values, culture, and mission of the school.
- Understanding of child safety obligations and a commitment to student wellbeing.

Desirable

- Diploma or Degree in Business Administration, Education Administration, Communications, or a related field.
- Experience working in a school, education sector, or other child-focused organisation.

Application

For more information **and to apply** please refer to the *Employment Opportunities* section on the College website www.sjc.vic.edu.au

Should you require any further detail please contact:

Human Resources Manager

Email: recruitment@sjc.vic.edu.au

Ph: 03 5226 8131

St Joseph's College prides itself in developing the students that demonstrate:

Compassion

Innovation

Integrity



Liberating
Education



Gospel
Spirituality



Inclusive
Community



Justice and
Solidarity



Employee Value Proposition

At St Joseph's College Geelong, we are committed to fostering a culture of excellence where all staff and students are valued and respected. Our Catholic boy's secondary school, situated across two campuses in Geelong, offers a supportive and dynamic work environment that encourages personal and professional growth. Join us, and become a part of a community dedicated to nurturing the minds and hearts of young men.

Why Work at St Joseph's College Geelong?

A Culture of Excellence and Respect

At St Joseph's College Geelong, excellence is not just a goal; it is a culture. Our dedicated staff strive to provide the highest quality education, instilling a love for learning and a pursuit of personal bests in our students. It is wonderful to have students say “thank you” after each class. We value and respect every member of our community, fostering an inclusive environment where everyone is welcome and their contributions are recognised and celebrated.

Compassion, Innovation and Integrity

Are integral to all that we do. Our staff experience support and understanding when they or family members are ill. We have the largest school based Virtual Reality Lab in Australia, we explicitly teach students ‘self-directed learning skills’ and offer micro credentialling in addition to traditional reporting. Integrity is visible in every decision we make.

Outstanding Facilities

Our Edmund Rice Campus, perched on top of Newtown Hill, boasts outstanding facilities that enhance both teaching and learning experiences. With state-of-the-art classrooms, cutting edge technology, and extensive sporting facilities, we provide an environment where both students and staff can thrive. The campus's stunning views over Corio Bay, Barwon Valley, and the You Yongs create an inspiring backdrop for educational excellence.

Strategic Location

Conveniently located close to the Geelong Ring Road, both campuses offer easy access for staff commuting from the Geelong region including the Surf Coast and Bellarine Peninsula.

Bespoke Year 9 Curriculum at Westcourt Campus

Our Year 9 Westcourt Campus provides a unique, intimate learning environment with a bespoke curriculum designed to meet the specific needs of our students. With a strong focus on personal development, this campus allows educators to deliver tailored programs that support each student's growth, both academically and personally. As a staff member, you will have the opportunity to make a significant impact on the lives of young men during a crucial stage of their development.

Professional Development Opportunities

At St Joseph's College Geelong, we believe in continuous learning for our staff. We provide opportunities for formation in the Edmund Rice charism. We offer comprehensive professional development programs that support career progression and skill enhancement. We promote from within, creating a leadership pathway for teachers. Whether you are an experienced educator or new to the profession, you will find opportunities to expand your knowledge, collaborate with colleagues, and stay at the forefront of educational best practices.

Strong Community and Supportive Environment

Our school is built on strong community values, where teamwork, collaboration, and mutual support are at the core of everything we do. As part of the St Joseph's College Geelong family, you will join a network of passionate educators and staff who are dedicated to making a positive difference in the lives of our students.

Commitment to Wellbeing

We prioritise the wellbeing of our staff and students. Our comprehensive wellbeing programs and initiatives ensure a healthy work-life balance which is assisted by midweek rather than weekend sporting commitments and we provide support for mental, emotional, and physical health. Our staff have access to our fully equipped gym and high performance centre. We believe that a happy and healthy staff is essential for creating a positive and productive learning environment.

Benefit Summary:

- employee stability
- regional / rural / coastal living
- accessible commute
- commitment to diversity in employment and enrolment practices
- extensive position of leadership opportunities
- teaching and leadership mentoring, professional development and support
- encouragement and financial support to undertake further educational studies (eg Masters programs)
- free first aid training
- extensive compliance training
- access to college facilities including resource library, gym and high-performance centre
- wellbeing programs including yoga and supervised personal training
- state-of-the-art contemporary learning spaces
- laptop provision to all staff
- staff uniform for specific positions
- annual teaching excellence and service awards
- great work life balance
- family prioritisation (eg we will often have primary students sitting in the back of staff meetings or in the staffroom on primary student free days)
- opportunities to attend local, national and international immersion programs
- opportunities within service learning
- extensive learning diversity support staff, AFL trainees and tutors to assist teachers in classrooms
- collaboration built into meeting structures
- in term professional learning days
- teaching opportunities within 7 to 10 curriculum, applied learning, VET, VM and VCE
- staff discount for students at the College
- awards for best teacher and best support staff (peer nominated) presented annually at a 'staff gratitude luncheon' at a function centre. Winners receive a certificate, honour board entry and \$500
- flexibility in our implementation of the Multi Enterprise Agreement resulting in increased flexibility in home time, requirements to be onsite
- the two meeting a week, rule, is not enforced. After-school meetings are rotated to ensure they meet the needs of the College and staff professional learning
- liberal access to leave

Join Us

If you are passionate about education and want to be part of a community that values excellence, respect, and personal growth, St Joseph's College Geelong is the place for you. Together, we can inspire and empower the next generation of young men to achieve their full potential.

Apply today and embark on a fulfilling career with St Joseph's College Geelong, where your dedication and expertise will be valued, and your contributions will help shape the future.