

POSITION DESCRIPTION

Administrative Assistant to the Deputy Principal (Staff)



The Administrative Assistant to the Deputy Principal (Staff) provides service support and assistance in accordance with the various College policies and procedures and with a high degree of confidentiality. Initiative and resourcefulness are essential to this position; however, decisions must be made in accordance with the specific wishes of the Deputy Principal (Staff), in order to support the efficient functioning of their office

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

RESPONSIBILITIES:

- Maintain Synergetic system records by accurately enter, update, and verify employee information, ensuring compliance with organisational policies and data privacy requirements.
- Manage Staff Spreadsheet by maintaining and regularly update the master all-staff spreadsheet, ensuring consistency with HR system data and accuracy for reporting purposes.
- Regularly review Synergetic and spreadsheet records to identify discrepancies, ensuring data accuracy and integrity across HR systems.
- Manage and maintain accurate records of all teacher Time-in-Lieu (TIL), ensuring compliance with College policies and providing regular updates and reports as required.
- Provide administrative support and assistance to the Deputy Principal (Staff) and Deputy Principal Staff Planning and Development.
- Manage and maintain the Deputy Principals (Staff and Staff Planning and Development) diary/calendar, exercising discretion to ensure efficiency and optimal operation
- Prioritise issues requiring the immediate attention of the Deputy Principals (Staff and Staff Planning and Development)
- Ensure all paperwork for appointments and meetings is available for the Deputy Principals (Staff and Staff Planning and Development) and prepare files for meetings with parents, staff, students and members of the community.

- Prepare correspondence as required and assist with the management of correspondence and publications
- Proof reading material prepared by the Deputy Principal (Staff and Staff Planning and Development) for publications and distribution.
- Conduct or prepare any research that the Deputy Principals (Staff and Staff Planning and Development) may require
- Develop presentations and other printed material as required by the Deputy Principal (Staff and Staff Planning and Development)
- Prepare and distribute agendas and associated paperwork and act as Minute Secretary as required for selected team meetings
- Liaise with third parties on behalf of the Deputy Principal (Staff and Staff Planning and Development), as required
- Managing ad hoc projects, as required
- Coordinate approval of staff professional development and associated booking, including staff travel and expense reimbursements
- Support the coordination and administration of Human Resources processes including recruitment, onboarding and induction, review and appraisal, and offboarding processes
- Oversee the return to work processes for staff returning from maternity leave or other extended leave
- Monitor attendance at mandated training sessions and flag absences with the Manager of Sustainability, Risk and Compliance and the Deputy Principals (Staff and Staff Planning and Development)
- Monitor the currency of Working With Children Certification for all staff and visitors to the College and assist in the monitoring of VIT currency for all staff employed at the College
- Attend out of hours functions, meetings and ceremonies as required by the Deputy Principal (Staff).
- Maintain the highest professional standards in presenting an appropriate image of the Deputy Principals (Staff and Staff Planning and Development) offices
- To provide administrative support to the Director of People and Culture as needed, ensuring smooth operations and efficient execution of tasks.

OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal Deputy Principal(s) and the Director of People and Culture
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

POSITION CLASSIFICATION:

- Position: Administrative Assistant to the Deputy Principal (Staff)
- Remuneration: Education Support Officer – Category C, Level 2
- Tenure: Full time ongoing.

- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

- A current National Criminal Records Check
- A current Working with Children Check Card
- A current Level 2 First Aid Certificate is desirable.
- Effective planning and organisational skills; ability to manage multiple deadline and competing demands
- Excellent interpersonal and communication skills to interact effectively with students, parents, and staff.
- Professional telephone and customer service etiquette
- A high level of literacy, numeracy and information technology skills
- Ability to work independently as well as within a team environment
- The ability to maintain the highest levels of confidentiality when dealing with privileged information.
- Human Resources experience is highly regarded
- Experience with the Synergetic system is highly regarded.
- Commitment to the value and ethos of Catholic education.