

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

Position	Executive Assistant to the Principal Full Time – 38 hours per week
Reporting Relationships	Direct report to Principal Functional relationship with College Council Chairperson and other Council members Functional relationship with Senior Leadership
Position Summary	Closely supporting the Principal, work alongside him/her in providing assistance with his/her schedule, anticipating documents, support and correspondence that may be required for upcoming meetings and events. Supporting the Principal by providing a comprehensive, fully confidential and efficient administrative and personal assistance service. In going about all duties and communications uphold the vision, values and high standards of the College, by demonstrating unfailing integrity and professionalism at all times with the utmost confidentiality.
Qualifications / Skills / Attributes	1. First Aid certification (or willingness to obtain) 2. Excellent prioritisation and time management skills 3. Proficient in the use of Microsoft Office applications 4. Excellent communication and interpersonal skills 5. Ability to work under pressure to meet deadlines 6. High level of professionalism, integrity and confidentiality 7. Shows initiative 8. Experience with use of School Management Systems or similar.
Key Responsibilities	1. Acting as an Executive Assistant to the Principal through well prioritised planning and efficient administrative and secretarial support. 2. Receiving all incoming telephone calls on behalf of the Principal, screening and making phone calls or emails on behalf of the Principal. Ensuring only important relevant calls are transferred; all other calls are dealt with by the appropriate personnel or referred to the Principal in a timely manner. 3. Arranging the Principal's diary, appointments, meetings and acting as a gatekeeper by managing and redirecting any requests that are not an immediate Principal priority. 4. Acting as Minute Secretary for all College Council meetings. 5. Arranging appropriate hospitality, taking minutes if necessary and any follow up action as required for any meetings.

	6. Maintaining an accurate up to date diary, enter all events and appointments and notifying the Principal of upcoming events, meetings requests. Pre-empting any relevant documentation, support and or correspondence that may be required for meetings and events 7. Coordinating the Principal's filing and information retrieval systems. 8. Opening, prioritising, and discussing all mail correspondence with the Principal, taking timely appropriate action as described by the Principal. 9. Producing documentation required by the Principal, working to short deadlines, ensuring all documents are fully, timely and accurately completed. 10. Attending to requests for information with respect to legal matters and Freedom of Information requests, including subpoenas. 11. Composing and sending out routine letters as directed by the Principal and respond on the Principals behalf to straightforward correspondence (including e-mails). 12. Liaise with Scholarship Panel and support administrative functions as required. 13. Providing the documentation for the Principal at the time of a disciplinary meeting and or suspension. 14. Playing a key role in the organisation of large school events as requested by the Principal eg Awards nights. Ensuring the schedule of organising such events is well documented and an evaluative review of such large events is held shortly after the completion of each event. 15. Arranging itineraries, travel and accommodation as required. 16. Arranging flowers/gifts as appropriate. 17. Maintaining sound and appropriate networks and links with the wider school community. 18. In conjunction with other internal staff work towards continual improvement with processes and procedures. 19. Acting as the LEXiCON Administrator. 20. Acting as the TASS Administrator. 21. Managing the Staff Blue Card Portal and QCT Portal. 22. Managing Child Protection Register. 23. Managing Complaints Register. 24. Preparation and distribution of Annual College Report. 25. Provide administration support at SALT meetings, including taking Minutes of Meeting. 26. Attendance at SALT Calendar Meeting. 27. Responsible for version control of College policies and procedures and update as required. 28. Performing any task or duty under the reasonable direction of the Principal. 29. At the Principal's discretion, provide limited secretarial support to Executive staff members.
Mandatory Requirements	1. Positively support the College's traditions and Christian ethos. 2. Comply with College policies, procedures and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.



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| | 3. Hold a Positive Notice Blue Card issued by Blue Card Services, Department of Justice and Attorney-General. |
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It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is therefore a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the Principal or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.