



Position Description

Administrative Assistant – Operations & Events

Position title	Administrative Assistant – Operations & Events
Reports to	Director of Faith & Mission Director of Operations
FTE	Full-Time
Category	Category C

Role Description

The Operations and Events Administration Assistant support the smooth coordination of College operations and events in alignment with *The Assumption Way* and the Marist values of service, presence, and community. Working closely with the Director of Operations and Director of Faith and Mission, this role provides essential administrative and logistical support across College and Marist events, excursions, and co-curricular programs, helping ensure well-planned, compliant, and meaningful experiences for students and staff. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Areas of Responsibilities

- Provide administrative and logistical support to the Director of Operations and Director of Faith & Mission
- Support the Faith and Mission Team to coordinate and resource College liturgies, Masses, Game Changers programs, and community events.
- Support the effective planning, compliance, and risk management of excursions, camps, and school events and carnivals.

Key Duties

- Provide administrative support to the Operations, and Faith and Ministry team including planning tools, schedules, communication, and meeting support.
- Coordinate planning and documentation for excursions, carnivals, co-curricular and College events, including permissions, itineraries, logistics, and risk assessments.
- Liaise with internal and external stakeholders to manage transport, venues, catering, equipment, and other operational requirements
- Support staff leave and absence management, and related compliance requirements in partnership with the Daily Organiser, Human Resources

Manager and payroll.

- In conjunction with the Head of Cultural Co-Curricular, assist with the organisation of private instrumental teachers and ensure students are organized for their lessons (e.g. timetabling, notification to parents, etc.).
- Works in collaboration with administrative staff in the taking of minutes at meetings, set-up of events and presence in community focused activities.
- Any other duties as outlined by the Principal.

Membership

This role work **in collaboration with:**

- Director of Operations
- Daily Organiser
- Human Resources
- Head of Cultural Co-Curricular
- Head of Sport
- Risk and Compliance Manager
- School Improvement Team
- Administration