ST KEVIN'S COLLEGE

POSITION DESCRIPTION

St Kevin's College Professional Assistant to the Leadership Team (Waterford)

POSITION OBJECTIVES	
The Professional Assistant provides high-level administrative support to the Dean of Waterford at the Year 9 Richmond campus, ensuring the smooth and efficient operation of the Office. This role is essential in enhancing the Dean's productivity by proactively anticipating needs, prioritising tasks, and executing administrative responsibilities with precision, professionalism, and discretion. In addition to supporting the Dean, the PA is responsible for managing the Waterford front office, ensuring a professional and welcoming environment while overseeing daily operations, communications, and administrative processes.	
KEY RESPONSIBILITIES	
St Kevin's College	• Demonstrate commitment to the College vision and mission • Embrace and enhance the position of the College as a leading provider of education • Exercise discretion and confidentiality in regards to information • Establish and maintain a supportive school environment • Develop a broad knowledge of life at the College
Waterford Reception	• Respond to all enquires at the Waterford front office and direct the queries to the applicable person • Answer phone calls, both internal and external, and direct them to the appropriate person • Responsible for distributing and sending all internal and external communication • Prepare daily absenteeism reports and contact relevant staff and parents • File all necessary documents / information – data base entry • Collate class lists • Follow up 'Consent2Go' data when necessary • Prepare and distribute specific parent communications • Prepare documentation and spreadsheets as required
Professional Administration	• Management of all administration tasks including but not limited to, receiving phone calls, responding to requests and directing visitors • Diary Management • Drafting correspondence • Organise meetings, prepare agendas, papers and take minutes • Organise meeting rooms and catering as required • Manage communication with third parties • Provide cover to other PA's as required during periods of personal and annual/long service leave

Reporting	• Prepare documents • Create presentations from basic information provided eg research required, graphs, statistics • Reports as required
Relationship Management	• Foster quality relationships with the Waterford Leadership team, staff and students • Work collaboratively within the team to ensure a professional, consistent and seamless service to all staff, students, parents and visitors • Communicate professionally and effectively with all members of the College community • Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives • Provide prompt, accurate and professional responses to students, staff and parents • Maintain confidentiality and use discretion at all times
General Duties	• Abide by the College Code of Conduct • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings, conferences and after school services/assemblies, sporting events, Mass, community, and faith days as required by the Dean of Waterford or Principal • Other duties as directed by the Dean of Waterford, Principal or Principal's delegate • The College reserves the right to alter this position description as required to reflect emerging priorities
Child Safety	• 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 • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional development	• Commit to ongoing professional development in your area of work • Continue development of ICT skills as technologies evolve

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SELECTION CRITERIA	
Commitment to Catholic Education	• A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	• A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	**Essential:** • Experience as a professional assistant, diary management, drafting correspondence, answering telephones, responding to enquiries • Experience with administration in particular creating presentations and reports • Excellent skills in Microsoft Office (Excel, Word) and Google Suite **Desirable other:** • Use of Synergetic • Experience working in schools
Skills and Attributes	• Maintain confidentiality at all times • Strong attention to detail • Excellent interpersonal and communication skills • Organised and Proactive • Ability to multi-task while ensuring high standard of outcome • Proficiency with technology • Able to manage workload from multiple managers. • Professional / Corporate presentation