

# Personal Assistant to the Head of Campus

## POSITION DESCRIPTION



Reporting to:	<b>Head of Campus</b>
Employment:	<b>Fulltime* (Donnybrook &amp; Mt Ridley) Part-time** (Kalkallo)</b>
Tenure:	<b>Ongoing</b>
Leave Entitlement:	<b>5 weeks paid annual leave 1 week unpaid leave</b>
Salary:	<b>General Staff Category 5</b>
Locations:	<b>Mt Ridley or Donnybrook or Kalkallo Campus</b>
Prepared:	<b>October 2024</b>

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## Position Context

**Hume Anglican Grammar** is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, next year this campus will have 1,448 students. In 2019, it opened an 8-hectare second campus in Donnybrook, with 1,036 students in 2025, it will ultimately have an enrolment of 1,596 from Prep to Year 12. At Donnybrook, the Secondary school commenced in 2023, with 448 Year 7 to 9 students in 2025, each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools. It will have next year 476 students and will follow a similar growth pattern to the other two primary schools with eventually 588 students to be reached in 2027.

In 2025, the School will have 2,960 students and employ some 290 staff - 195 teaching and 95 non-teaching. The student enrolment at each campus will be at Mt Ridley 1,448, Donnybrook 1,036 and Kalkallo 476.

The School is on a growth trajectory and ultimately have some 3,640 students (Mt Ridley 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff totalling 350 across its three campuses. It is expected to be one of the largest non-government

schools in the State with plans for further expansion.

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## Purpose of the Position

The Personal Assistant to the Head of Campus plays a pivotal role in the management of the office of their respective Head of Campus (Mt Ridley, Donnybrook or Kalkallo). It is a well-respected position in the organisation of the School and held with high regard. This role has significant responsibility through providing exceptional administrative, organisational and secretarial support to the Head of Campus to ensure the smooth running of the office.

The Personal Assistant to the Head of Campus has overall responsibility for the organisation of the Head of Campus's office and works closely with the administrative support staff and members of the Senior Leadership Team. They act as an efficient and effective conduit between the Head of Campus and the students, staff and parents.

The Personal Assistant to the Head of Campus upholds the highest level of integrity and trust. They represent the School and the Head of Campus with self-confidence and discernment, and embody dignity and formality. They will promote a culture of mutual respect, encouragement and work with others in a professional, ethical and co-operative manner.

The Personal Assistant to the Head of Campus supports and models the School's values and Christian ethos when dealing with all stakeholders. They act as an ambassador of the School and promote its policies and exemplify its standards.

There are three Personal Assistants to the Head of Campus, two fulltime\* roles each at Mt Ridley and Donnybrook, and a part-time\*\* position at Kalkallo. It is expected the Kalkallo role will increase to fulltime as the campus grows in the coming years.

The Personal Assistant to the Head of Campus is a part of the Administration Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. The connection between the three Personal Assistants in particular is a strong one, and they work collaboratively to support their Head of Campus.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the Personal Assistant to the Head of Campus is responsible for the overall management of the office of the Head of Campus.

Responsibilities include:

- Working in the closest of associations with the Head of Campus, coordinating their diary, school routines and all facets of the organisation of their office
  - Providing administrative and clerical support to the Head of Campus
  - Managing communication flow across the campus to ensure the Head of Campus is kept informed of key matters.
  - Screening and prioritising inquiries, correspondence, and meetings, ensuring urgent matters receive prompt attention.
  - Maintaining records and all documents pertaining to the Head of Campus
  - Managing all incoming and outgoing communication to/from the Head of Campus's office
  - Assisting with the organisation of whole school functions and catering
  - Assisting with the process of recruitment, selection and employment of staff
  - Preparing agendas and minutes, and acting as the minute secretary at required meetings
  - Hosting guests and arranging gifts and acknowledgements, as required
  - Operating within the Administration team in supporting their mission
  - Liaising with the School's uniform provider and being responsible for all matters associated with the supply and provision of staff uniform items for their campus
  - Raising purchase orders when directed by the Head of Campus
  - Assisting in the maintenance of co-curricular records and colour points
  - Coordinating with other Personal Assistants across the school to ensure alignment and consistency across campuses.
  - Supporting other administrative staff when needed and contribute to fostering a collaborative team environment.
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- Carrying out other duties as directed by the Principal

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## Qualifications, Skills and Experience:

### Essential

- Highly proficient computer skills in the MS Office suite including Outlook, Teams and Word
- Demonstrated relevant experience in a similar role
- A current Working With Children check

### Desirable

- Experience in an educational setting
- Certification in Business Administration or equivalent.
- Computer skills in the MS Office suite including PowerPoint, Visio, Project and Excel
- Knowledge of the Synergetic School Management System
- Demonstrated relevant experience assisting a similar role

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## Personal Qualities

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
- Outstanding organisational skills, planning, analytical and high-order thinking capabilities.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- The ability to build and maintain strong relationships with staff, students, parents and the community.
- Outstanding attention to detail
- Personal sense of initiative, enthusiasm and high energy
- Commitment to customer service and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner
- Demonstrated interest in ongoing personal professional development.

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## KEY SELECTION CRITERIA

1. Excellent organisational skills, planning capabilities, and the ability to prioritise demands.
2. Demonstrated experience and knowledge in the preparation of reports and presentations.
3. Experience in organising and supporting executive level management meetings and events including the taking of minutes.

**This Position Description may be altered from time to time to meet the operational needs of the School.**