

# WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152  
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805  
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

<b>Position:</b>	Personal Assistant to the Deputy Principal
<b>Campus:</b>	Wantirna South
<b>Employment Status:</b>	FTE 0.6
<b>Reports Directly To:</b>	Deputy Principal

## Ministry Specifications:

### Ministry Specifications

The Personal Assistant to the Deputy Principal is responsible for providing executive administrative support to the Deputy Principal and Deputy Principal reports where applicable, ensuring that systems are in place to facilitate efficient support to the College's complex needs.

A key requirement is that the business operations of the Deputy Principal's office are managed, presented and supported in a professional, efficient, confidential and helpful manner. In undertaking these requirements, the Personal Assistant to the Deputy Principal is required to work both independently and in a team environment and develop excellent internal and external working relationships.

### Responsibilities

- Provide administrative support in relation to the College's School Improvement Projects
- Provide administrative support for direct reports of the Deputy Principal, including the Director of Student Wellbeing and the Communications Coordinator (as directed by the Deputy Principal)
- Provide administrative support with respect to College survey's run from the Deputy Principal's office, including the generating and formatting of reports
- Retrieve, format and present information in Microsoft Office documents or other applications as and when required by the Deputy Principal
- Working closely with the Risk and Compliance Manager, supporting the management of the College's extensive policies and procedures database, particularly where they relate to responsibilities of the Deputy Principal
- Provide personal administrative support to the Deputy Principal including diary management, management of Deputy Principal Teams, minute taking, drafting of correspondence, sourcing of information, organising travel arrangements and catering, as required.
- Facilitate contact and meetings between the Deputy Principal and relevant parties as required
- Acquire and apply a working knowledge of the College's structure and personnel in order to liaise between the Deputy Principal and staff, parents and students
- Ensure all activities are carried out in a timely, diplomatic and efficient manner
- Operate office equipment as necessary

- Provide support to the General Office and other Administrative staff members/areas as required
- Actively pursue best practice in all areas of responsibility

### **Inherent Requirements of the Position**

#### **Administration / IT Staff**

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

### **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College

from time to time in accordance with the College's operational requirements.

### **Other Key Relationships**

- Principal
- Senior Management Team Members
- Risk and Compliance Manager
- Director of Learning Innovations and Technologies
- Communications Coordinator
- Director of Student Wellbeing
- Other Personal Assistants