



**Personal Assistant to Head of Middle School**  
**Keilor Campus**  
**Full-time ongoing position**

**Closing date for applications: 5.00 pm on Monday 3 September, 2018**  
**Commencement date will be negotiated with the successful applicant**  
**Immediate start is desirable but we are prepared to wait for the right applicant**

**Position Description**

**Position objectives:**

The Personal Assistant to the Head of School will provide high-level, visible support to the Head in administrative matters in the day to day running of the School.

The successful applicant will be an active member of the School team who enjoys working in a busy, friendly environment and is a member of the College and Campus based administration teams.

**Organisational relationships:**

- This position is accountable to the Principal through the Head of School with responsibility also to the Personal Assistant to the Head of Campus (who coordinates school holiday annual leave rosters).
- Internal liaisons of this position are all Personal Assistants to Heads of School and other administrative staff.

**Key responsibilities**

- Present a welcoming face for the School's Reception
- Reception duties – visitor sign in and out
- Outlook appointments/diary management of Head of School
- Liaise with parents competently, confidently, professionally and in a timely manner on behalf of the Head of School
- Prepare correspondence
- Take meeting minutes and distribute/file accordingly
- Transcribe notes and upload onto College systems
- Planning and organising meetings
- Prepare papers/agendas for meetings
- Plan and organise events and catering
- Draft communications for Head of School
- Prepare presentations
- Maintenance of student records / files
- Attendance Reporting – Student absences, late arrivals/early departures
- Online appointment booking set up for School events (e.g. parent-teacher interviews)
- Provide administrative support for School functions (e.g. Commencement Assembly, House Performance, Presentation Ball, Valedictory Dinner)
- Excursions permission management and management of camp documentation
- Maintain and update student information on SAS and First Class databases
- Manage student performance data administration and filing

- Manage and review filing and office systems
- Source and order stationery
- Maintain office equipment
- Act as designated building warden in the event of fire or lockdown
- Manage bookings for facilities located in the School
- Carry out various administrative duties associated with a School, e.g. photocopying, distribution of internal mail and mailing of external mail
- Professional Development: liaise with Head of Staff and Head of School for approval of staff leave requests, processing and data entry of applications
- Registrar's Office: liaise with staff regarding student enrolments, withdrawals and casual enrolments. Prepare information packs for new students, mail out to families as necessary
- Facilities Department: arrange for any repairs/maintenance of office equipment and liaise with maintenance staff and contractors as required
- Accounts Department: liaise with Accounts Department in relation to School budgets and elective invoices etc.
- Provide support to members of the School Leadership Team, as required by the Head of School
- Carry out other responsibilities required by the Head of School

### **Qualifications**

Business Administration or equivalent qualifications (minimum Certificate IV level) will be highly regarded.

### **Key qualities and skills**

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following:

- Strong ability to prioritise and remain focused under pressure
- Adaptability and change responsive in an atmosphere of constantly shifting priorities
- Attention to detail
- High level organisation and capacity to maintain a neat, ordered Reception space within the School
- Adaptability and change responsive in an atmosphere of constantly shifting priorities
- Demonstrated ability to maintain confidentiality in all aspects of student, staff, client and College information
- Demonstrated excellent skills in Microsoft Office, particularly Word and Excel
- High degree of computer literacy including use of Apple and iPad
- Demonstrated data analysis skills
- Excellent organisational and time management skills in a fast paced environment
- Excellent verbal and communication skills
- Flexibility in working independently and to changing time frames
- Capacity to work autonomously, flexibly and with discretion
- Capacity to build a strategic partnership with Head of School
- Excellent minute taking skills
- Extensive experience with use of databases: a knowledge of SAS, First Class and Scholaris Attendance Reporting is an advantage
- Demonstrate initiative and the ability to work independently as well as in a team
- A good working knowledge of all aspects of the Campus and the College

### **Relevant skills, knowledge and experience**

Significant previous experience as a personal assistant or equivalent position essential. Experience in an independent school setting will be highly regarded.

## **Performance Management**

In relation to setting goals, managing performance and accountability, the Head of School, with the Personal Assistant to the Head of Campus, will establish key performance indicators (KPIs) with the Personal Assistant to the Head of School, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the key responsibilities and key qualities and skills associated with the position, will be reviewed at least annually.

## **Conditions of employment**

- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.
- Education Support Staff work 37.5 hours per week. Working hours will be determined by the Head of School. Some flexibility in working hours will be required from time to time; this will be discussed with applicants at interview. The Personal Assistant to the Head of School will be entitled to 6 weeks annual leave, to be taken during school holidays including College shut-down periods in December/January and July.

## **The Selection Process**

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of School and the Personal Assistant to the Head of Campus. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

## **How to Apply**

All applicants are required to complete the appropriate application form.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant  
[humanresources@overnewton.vic.edu.au](mailto:humanresources@overnewton.vic.edu.au)
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

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## Information about Overnewton College

**Our Vision:** *A community of Learners Embracing the Future*

**Our Mission:** *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

**Our Values:** Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

**COMMUNITY:** We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

**LEARNING:** We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

**RESPECT:** We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

**EXCELLENCE:** We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

- Information about Overnewton College is available on the College website: [www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au).