

TINTERN GRAMMAR

POSITION DESCRIPTION

Position:	Personal Assistant
Reporting to:	Assistant Principal and Director of Studies
Department:	Administration
Date:	September 2021

Primary Purpose

To proactively support the Assistant Principal and Director of Studies. This is a shared role primarily providing PA support to the Assistant Principal and work delivery for the Director of Studies. The Personal Assistant is expected to display the School's vision, in relation to student welfare, public relations and customer service, in all dealings with both internal and external clients, external organisations and the School's various community groups.

Position in Context

The role will provide high quality administrative support in order to achieve the Assistant Principal's operational and strategic objectives and will deliver on designated administrative operational work for the Director of Studies. The position holder works closely with both the Assistant Principal and Director of Studies, who reports to the Vice Principal. The PA works closely with members of the School Executive and members of teaching, support and secretarial staff at Tintern Grammar.

A high level of confidentiality covers all aspects of the role.

Freedom to Act / Autonomy

The Personal Assistant will inform the Assistant Principal of any important enquiries and any potential issues that may arise in the course of the day. The position will have accountability for administrative work overseen by the Director of Studies. This role has a high degree of autonomy. This may also include administrative work to the Timetabler for activities associated in the subject selection and staffing for the Secondary School Timetable and other members of the School Executive.

Major Activities

1. Personal Assistant support for the Assistant Principal
2. High level administration work to assist the Director of Studies

Major Duties and Responsibilities

Personal Assistant to the Assistant Principal

- To provide PA/administrative assistance to the Assistant Principal.
- To liaise with members of staff concerning communication with the Assistant Principal.
- Involvement in project work for the Assistant Principal, provide support with various projects and operations through relationships with key stakeholders.
- Ongoing updating of School Policies and Procedures as directed.
- Preparation of reports and documents as required.
- Draft communications.
- Preparation of Tintern Grammar Board reports from the Assistant Principal.
- Typing of letters, reports and documents for the Board and external authorities
- Other duties as directed by the Assistant Principal.

Assistant to the Director of Studies

- Complete tasks in Synergetic database associated with the School's Reporting functions (Interim and Semester Reports and Parent Teacher Student Conferences) and communicate this information to families, students and internal stakeholders;
- Liaise with the IT Staff to organise the delivery of online NAPLAN testing and set-up and prepare student logins through VCAA database under the direction of the Director of Studies;
- Order the tests and organise the ICAS testing schedule and online logins through the UNSW database and support the teaching staff in the administration of ICAS testing;
- Order and organise PAT Testing through ACER database for Year 7 Orientation and, annually, for all Middle School Students and new starters as required;
- Organise, minute and follow up of Heads of Department Meetings;
- Arrange meetings for Heads of Department including Annual Faculty Goal Setting and Review Meetings, Teaching Sets and other meetings as required;
- Update and manage the Secondary School Booklist process annually including liaison with Champion Education and Heads of Department, and also the purchase of textbooks for international students;
- Manage calendar for Director of Studies activities; and
- Other duties as requested by the Director of Studies.

Calendar Administration

- Approve and process new School Calendar Events
- Liaise with staff if dates and times are not available and suggest new dates
- Check with the School calendar for any conflicting dates and times for new events that are submitted
- Enter events into the Calendar as they are submitted
- Check Function Forms and add to the Calendar entry
- Attend Calendar meetings as required
- Organise a Clash of Dates meeting in September prior to each Calendar year and attend as required

Direct reports

Nil

Contacts

Internal

Principal

Vice Principal

Assistant Principal

Director of Studies

Heads of School

Year Level Coordinators

IT Department

Timetabler

Teaching Staff & Support Staff

Administrative Staff

Chaplain

Students

External

Prospective Parents/ Guardians and students

Prospective Parents/Guardians and students

Other Regulatory Bodies as required, including ACARA, UNSW, ACER and VCAA.

Competencies Required

- Previous experience working as a Personal Assistant
- Strong database management skills with demonstrated proven experience
- Strong Microsoft office suite, (Word, Excel, Outlook)
- Ability to work under pressure and successfully meet competing demands on time
- Excellent communication skills (verbal and written)
- Excellent organisational and time management skills
- Commitment to excellent customer service (Helpful, friendly customer service)
- Excellent judgement/problem solving skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to exercise discretion, confidentiality and sensitivity at all times
- Demonstrates initiative and problem-solving skills
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiple tasks / projects and prioritise workload
- Ability to draft professional and grammatically correct correspondence

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Previous experience in a school environment.
- PA/Administrative qualifications, including tertiary qualifications, will be well regarded.

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks. Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

OH&S

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....