

TINTERN GRAMMAR

POSITION DESCRIPTION

Position:	Personal Assistant to Vice Principal/HR Coordinator
Reporting to:	Vice Principal and Human Resources Manager
Department:	Administration
Date:	October 2021

Primary Purpose

To proactively support the Vice Principal (VP) and Human Resources Manager (HRM). This is a shared role primarily providing PA support to the VP with approximately (0.4) FTE project and administration work delivery for the HRM.

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 Vice Principal's operational and strategic objectives and will deliver on designated HR administration and project work. The position holder works closely with both the Vice Principal and Human Resource Manager, who reports to the Vice Principal.

The Vice Principal is responsible for the Professional Learning for all staff at the School. The PA to the VP will provide general support in this key area.

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

Freedom to Act / Autonomy

The Personal Assistant will inform the Vice Principal of any important enquiries and any potential issues that may arise in the course of the day. The position will have accountability for key HR administration delivery and project work overseen by the Human Resources Manager. This role has a high degree of autonomy.

Major Activities

1. Personal Assistant support for the Vice Principal
2. Administration and Project work to assist the Human Resources Manager

1. Major Duties and Responsibilities

- To provide PA/administrative assistance to the Vice Principal
- Collate and review documentation/reports to support project delivery for the Vice Principal.
- Ongoing updating of School Policies and Procedures
- Typing of letters, reports and documents-
- Organise training activities such as venues, catering and AV requirements
- Preparing and developing training information such as Induction handbooks and staff day programs
- Manage and coordinate the professional learning applications
- Compile surveys and prepare staff performance and evaluation review documents
- Manage the School database learning platform and updating training initiatives
- Participate in the full circle of the employee life cycle: recruiting, onboarding, promotion, payroll and exit
- Assist with HR related research and improving operations

- Assist with compliance records for employee's (WWC, VIT, Immunisation and VRQA).
- Coordinate the recruitment process including scheduling interviews.
- Assist the HR Manager with project work and HR administrative related tasks.
- Enter and upload employment data into Synergetic (internal database system).
- Liaise with the HR Manager to prepare employment contracts for successful candidates.
- Other duties as directed by the Vice Principal and Human Resources Manager.

2. General Administration

- Provide general information services to staff but in no way to divulge matters of confidential nature in doing so.
- Manage enquiries from staff and the parent community in a confidential and sensitive manner.
- Be proactive in identifying priorities, emergencies and important issues in connection with the day-to-day School needs.
- Manage the calendar on Outlook, task list, and ensure Vice Principal attends meetings
- Manage the inbox of the Vice Principal taking care of low priority emails, respond and manage emails on behalf of the Vice Principal as appropriate.
- Coordinate parent meetings as required with the Vice Principal.
- Collect and edit material for publications.
- Maintain an efficient digital filing system for the Vice Principal.
- Maintain employee records (soft and hard copies)
- Arrange travel, conference and seminar bookings for the Vice Principal and Human Resources Manager.

Direct reports

Nil

Contacts

Internal

Vice Principal

HR Manager

Business Manager

Executive Assistant to the Principal

Other Staff

Students

Parents

External

Prospective Parents/Guardians and students

Prospective employees

VIT and WWC

ISV

AHISA

Other Regulatory Bodies

Government Bodies

VRQA

Competencies Required

- Previous experience working as a Personal Assistant
- Excellent communication skills (verbal and written)
- A post-secondary study in business administration or related area and/or comparable on the job experience
- Must be organised, accurate and thorough, with a proven ability in planning activities

- Ability to build strong relationships with a range of different stakeholders
- Strong attention to detail and the ability to deliver high standards of quality work
- Strong Microsoft office suite, (Word, Excel, Outlook, PowerPoint, One Note), Internet and database management for example Microsoft Office forms
- Excellent organisational and time management skills
- Commitment to excellent customer service (Helpful, friendly customer service)
- 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, judgement and problem-solving skills
- Ability to draft professional and grammatically correct correspondence
- Must be dependable, able to follow instructions, respond to management direction

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Previous experience in a school environment.
- Knowledge of Synergetic database or a similar system.
- HR experience in a school environment.
- Knowledge of graphics packages (Adobe suite or similar)
- Experience in SurveyMonkey

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 arrangement 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.....