



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	<b>Personal Assistant</b>
Reports to:	Executive Dean of Co-curricular, and Executive Dean of Staff Development & Strategy
EBA/Award:	SCBC Operational Staff Agreement 2024 / Admin Level 4
FTE:	FTE 0.6
Employment Type:	Permanent - Part-time

### Position Summary

The Personal Assistant will play a crucial role in supporting the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy.

They will play a crucial role in supporting the strategic direction of the College and streamlining processes that fall in the areas managed by the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy.

This position is Part-time with the potential to go full-time in 2026.

### Job Description

- Work closely with the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy to keep them informed of commitments and responsibilities.
- Create agendas, take minutes of meetings, and effectively manage actions arising from meetings.
- Assist with maintaining policies that fall under the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy portfolios.
- Manage various administrative tasks (e.g. calendar management, correspondence, email, team meetings etc), for the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy.
- Streamline processes that fall within the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy portfolios.
- Collect and Collate board reports to provide to the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy.
- Ensure proper record management of staff reviews and appraisals is maintained.
- Provide strategic support to the Executive Dean of Staff Development and Strategy as identified in Strategy 4 of the Strategic Plan” Reach for our Purpose”
- Facilitate Wellbeing Surveys for students to support the Executive Dean of Staff Development and Strategy.
- Under the direction of the Executive Dean of Staff Development and Strategy Research potential training materials (both in-house and through external providers)
- Book flights and accommodations under the direction of the Dean of Staff Development and Strategy for PL for applicants when necessary.
- Provide strategic support to the Executive Dean of Co-Curricular with elements of Strategy 3 for student culture.
- Oversee and maintain the Scholarship process and related documentation.
- Oversee the staff Co-curricular application process and related documentation.
- Oversee and maintain Fundraising applications and documentation.



- Under the direction of the Executive Dean of Co-Curricular, and in collaboration with the Development office ensure promotional material is up to date across the College.
- Work with the co-curricular administrator in the Development Office to improve administration processes across co-curricular programs and Academies.
- Undertake various other ad hoc tasks as provided by the Executive Dean of Co-Curricular and the Executive Dean of Staff Development and Strategy.

#### Selection Criteria

- Strong communication, administration and organization skills.
- Ability to see the big picture and pay attention to details.
- Ability to work autonomously as well as part of a team and in coordination with others.
- Demonstrated proactive approaches to problem solving.
- Demonstrated ability to work under pressure and maintain a calm composure.
- Proficiency in Microsoft Suite (Word, Excel, Outlook, etc).
- Able to maintain confidentiality of information and protection of information according to privacy requirements.

#### General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.

#### Other Matters

N/A

Position Held By:	
Signed:	
Date:	