



## Job Description

Title:	<b>Personal Assistant to the Head of Primary</b>
Reports to:	Head of School-Primary
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	1.0
Employment Type:	Permanent - Full Time

### Position Summary

South Coast Baptist College is looking for a Personal Assistant to the Head of Primary. The PA will provide high-level administrative and operational support to the Head of School (HOS), Deputy Heads, and the broader Primary School team. This role ensures the smooth running of daily primary school operations, supports staff and parent engagement, and contributes to the coordination of key school events and programs.

### Job Description

#### Administrative Support

- Manage calendars, priorities and appointments for the Head of Primary and Deputies.
- Prepare agendas, record minutes, and follow up action items for Primary leadership meetings.
- Maintain confidential staff and student records in line with privacy and College policy.
- Maintain and update staff handbooks and teacher/EA lists.
- Coordinate travel and professional commitments for the Head of Primary.
- Oversee credit card usage and maintain log-book records.
- Track budget allocations and expenditure.

#### Staff & Classroom Coordination

- Update duty rosters and key operational information.
- Facilitate communication and information flow between Primary leadership and classroom staff.
- Oversee the set-up class rolls and student lists and organise student stationery, morning teas in liaison with the Primary Administration Assistant.

#### Parent & Student Engagement

- Representing the Head of Primary in communications with key stakeholders (parents, external providers, and professional networks)
- Serve as first point of contact for parent enquiries escalated to Primary leadership.
- Coordinate logistics for parent-teacher interviews and transition meetings.
- Support new student/parent orientation processes and provide follow-up communication.
- Maintain discretion and professionalism when handling sensitive parent/student matters.

#### Event & Program Coordination

- Assist leadership in planning and delivering Primary events (assemblies, concerts, carnivals, presentation evenings).
- Prepare run sheets, coordinate venues, catering, and external providers as required. Liaising with the College Development Team.
- Ensure compliance and risk paperwork, and organisation of excursions/camps is accurate and timely.



- Oversee the Primary School Administration Officers Booking of busses for Primary Excursions and events – Providing advice where necessary.
- Work with relevant staff (e.g., Leadership, Music, PE) to ensure set events/programs run smoothly.

#### **Communications & Systems Management**

- Maintain Primary communications across platforms (Compass, newsletters, calendars).
- Draft and proofread correspondence and notices on behalf of leadership.
- Manage Compass (including rollover, specialist classes, and start-of-year setup).
- Oversee online testing modules (ICAS, PAT, On Entry Testing).
- Ensure digital systems (e.g., Compass rollover, parent portals) are set up and functioning correctly.

#### **Recognition & Reporting**

- Prepare and coordinate student recognition certificates, awards, and trophies for assemblies.
- Support the set-up, collation and distribution of Primary reports in line with college timelines.
- Assist with NAPLAN coordination and reporting processes.

#### **Safety & Compliance**

- Act as Fire Warden and contribute to emergency drill coordination.
- Record incidents/hazards in College WHS systems and follow up with leadership.
- Ensure risk management documentation for excursions/events is complete and compliant.
- Support College-wide child safety and compliance expectations.

#### **Selection Criteria**

- Strong organisational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in digital platforms (Compass, Cognito Forms, Microsoft Office).
- Ability to manage multiple tasks and meet deadlines.
- Discretion and professionalism in handling confidential information.
- Calm and empathetic approach to handling parent concerns and complaints.
- Ability to work collaboratively with staff across all levels of the school.

#### **General Requirements**

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model 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.
- Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards



- Generally caring for own safety and that of others, including volunteers, students, and parents.
- First Aid certificate is desirable.

#### Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	