



Courage in Wisdom | Hope in Love

Job Description

Title:	Personal Assistant to the Head of Secondary
Reports to:	Head of Secondary
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	1
Employment Type:	Permanent – Full time

Position Summary

The Personal Assistant (PA) to the Head of Secondary plays a pivotal role in ensuring the smooth and efficient operation of the Secondary School. This highly trusted position provides strategic and administrative support to the Head of Secondary and Secondary Deputies. The PA is a key liaison between staff, students, and parents, and is instrumental in coordinating events, managing communications, and supporting curriculum and student pathways. The PA will work closely with the Secondary leadership team to help shape the daily rhythm of our school.

The ideal candidate will be proactive, relational, and detail-oriented, with a calm and professional demeanour. They will have:

- Exceptional organisational and time management skills.
- High-level written and verbal communication skills.
- Proven ability to manage competing priorities and meet deadlines.
- Strong interpersonal skills with a calm, empathetic approach.
- Discretion and professionalism in handling sensitive information.
- Demonstrated initiative and ability to work independently and collaboratively.

Key working relationships will include the Head of Secondary, Secondary Deputies, the Director of Pathways Counselling, Careers support Coordinator and the Student Services Administrator for secondary.

Job Description

Administrative Support

- Manage diaries and appointments for the Head of Secondary and Deputies.
- Prepare meeting agendas and take minutes for leadership and staff meetings.
- Assist with document editing, preparation and presentation material support.
- Maintain and update staff handbooks and course information documents.
- Maintain confidential staff and student records in line with privacy and College policy.
- Manage secondary mail and travel arrangements for leadership staff.
- Oversee credit card usage and maintain log-book records.
- Assist with budget tracking and purchasing processes.
- Act as Fire Warden for the Secondary School.
- Manage Secondary administration Desk when the administrative assistant is away from the desk.

Staff Coordination

- Update duty rosters and key operational information.
- Organise stationery supplies for staff.
- Coordinate catering for staff morning teas.



- Support onboarding of new staff and maintain updated staff lists.
- Update global and internal calendars and communication platforms including the Secondary Portals and Common Practices sites.
- Organise and coordinate teacher-parent interviews, including booking systems and catering.
- Assist in managing and resolving parent complaints professionally and sensitively.
- Act as a point of contact for parent queries and communications.
- In liaison with Deputy and the enrolments team, prepare for Year 7 Orientation Day:
 - Group students into six colour-coded groups.
 - Print name tags and sign-in sheets.
 - Coordinate logistics in collaboration with relevant staff.
- Assist with subject selection communications and parent information.
- Maintain discretion and professionalism when handling sensitive parent/student matters.

Curriculum & Reporting Support

- Manage Student Information Record System (SIRS):
 - Upload and update student enrolments, course changes, and achievement data.
 - Submit required documentation to education authorities.
- Assist in the creation, proofreading, and distribution of semester and interim reports.
- Maintain curriculum handbooks and subject descriptions.
- Support standardised testing coordination and data management.

Awards & Event Coordination

- Coordinate awards administration:
 - Collect nominations, liaise with staff, and prepare certificates and ceremony programs.
- Support planning and logistics for school events such as assemblies, graduation, and presentation nights.
- Ensure compliance and risk paperwork, and organisation of excursions/camps is accurate and timely and that meetings are arranged with the HOS.
- Coordinate catering and setup for parent-teacher interviews and other school functions.

Systems & Data Management

- Manage Compass functions:
 - Oversee subject data, marksheets, syllabus settings, and uploads of reports and test results.
 - Make class changes when required.
- Maintain accurate student records and assist with compliance reporting.
- Compile and distribute internal communications such as “What’s Happening.”

Selection Criteria

- Strong organisational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in digital platforms (our current platforms include - Compass, SchoolZine, Microsoft Office, SIRS).
- 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 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.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&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.

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:	