



Job Description

Title:	Executive Assistant to the Principal (including PA support to the College Chairman of Board)
Reports to:	College Principal
EBA/Award:	South Coast Baptist College Teaching Operational Agreement 2024
FTE:	0.8 – 1.0
Employment Type:	Permanent
Position Summary	
The Executive Assistant to the Principal provides high-level administrative, organisational and confidential executive support to the College Principal, with additional personal assistant support to the College Chairman of Board as required. The role is responsible for coordinating communications, calendars, meetings, documentation, events and key administrative processes that support the effective operation of the Principal's office and the work of the College Board. The position requires a highly professional, discreet and resourceful person who can manage competing priorities, maintain confidentiality, communicate effectively with a wide range of stakeholders, and uphold the values, reputation and Christian ethos of the College. The Executive Assistant will demonstrate excellent attention to detail, strong initiative, sound judgement and a commitment to providing efficient and courteous support in a busy school environment.	
Job Description	
The Executive Assistant will be required to attend to a variety of main duties, including: 1. Act as public liaison for the Principal. 2. Coordinate calendars and appointments for the Principal. 3. Arrange meetings and appointments for the Principal with teachers, parents and students. 4. Provide support in setting up and being available during annual and special meetings between the Principal and parents/ students. 5. Preparing correspondence and data entry. 6. Provide editing support in alignment with College editing processes to staff documents, PowerPoint presentations and other correspondence as requested by the Principal and in liaison with the Director Marketing & Promotions. 7. When requested, edit correspondence, Newsletter articles and annual papers written by the Principal. 8. Assist with the preparation, printing and mailing of letters and other forms of correspondence for the Principal. 9. Ensure that any College documents, publications and communications generated by the Executive Assistant to the Principal are subject to an editing and quality assurance process and conform to the highest formatting, grammatical and style standards in line with the College Style Guide. 10. Coordinate projects, purchases and ongoing tasks as requested by the Principal. 11. Prepare for meetings, events and functions undertaken by the Principal, including organising set up, provision of refreshments/ supplies and clean up. 12. Offer support to the appropriate staff for the planning and organizing of a range of events, including: • End of year functions • End of year farewells	



- Retirement functions
 - Travel arrangements for professional development opportunities, subject tours, ministry tours etc
 - Other staff events as delegated by the Principal
13. Support the Chairman of the Board.
 - Attend monthly evening meetings to take minutes and assist with Board meeting requirements such as, agendas, correspondence, meeting preparations and pack away.
 - Attend Board afterschool meetings if required, to take minutes and organise meeting preparations inclusive of set up and pack away.
 - Assist with various non-government schools regulation requirements for the College and Board where appropriate.
 - Assist in policy writing, updating and administration for the Chairman of Board and Principal if required.
 14. Prepare documents for new Board members onboarding, advising external bodies as required and be available to other members of the Board for communication matters if required and as directed by the Chairman and Principal.
 15. Prepare documents for upload to the College website as administered by the Principal and in liaison where required, with the Director Marketing & Promotions.
 16. Provide support to the Principal for documentation processes involved with staff grievances, parental grievances, incidents and termination procedures.
 17. Provide support to the Principal for documentation processes involving written references and verbal references.
 18. Work with the Principal and Executive Team where appropriate to ensure incoming staff are contacted with respect to programs and activities and opportunities.
 19. Support the Principal, Executives and the Human Resources Manager with the processes involved in recruitment and employment of staff both external and internal to the College if necessary and only if authorised by the Principal.
 20. Provide secretarial support for documentation that maintains familiarity with all legal, industrial and statutory issues relating to the work place and teachers which reflects College compliance.
 21. Provide secretarial support with documentation for Enterprise Bargaining Agreements, Industrial Awards and internal employment-related policies and procedures.
 22. Tabulating, editing and distributing, the agenda and notes in preparation for Executive and Board meetings.
 23. Collate the Principal's Report for the Board including Executive Reports as directed by the Principal
 24. Digital competency with set up for Board meetings and online reports from members unable to attend in person.
 25. Ensure professional communications are maintained with AISWA, AHISA, CSA and other authorities as advised by the Principal.
 26. Ensure competent communications with regard to registrations to professional bodies as advised by the Principal.
 27. Organise registration, travel, accommodation etc for conferences, seminars, PLs for Executive staff and College staff as advised by the Principal.
 28. Support with the booking services for staff and Board members involved in such College events as overseas and interstate tours.
 29. Provide refreshments and other personal services to the Principal and visitors to the office, ensuring that College hospitality is supported.
 30. Photocopying, filing and general office duties.



Other Duties

- Assist and provide relief, if requested, for other administrative staff throughout the College.
- Other duties as requested by the Principal, the Executive Business Manager and other members of the College Executive Team.
- Attend meetings as required.
- Undertake duties related to the Annual Graduation Evenings for Year 12 and Year 6
- Attend and undertake duties related to other College functions as requested by the Principal.
- Other duties as requested by the Principal.

Selection Criteria

1. An ability to use initiative and be pro-active, be flexible and be able to demonstrate excellent interpersonal skills.
2. Ability to work under pressure, meet deadlines and manage several projects at one time.
3. Strong commitment to excellence in customer service and professionalism in all activities.
4. Experience and expertise with Microsoft Office and desktop publishing software.
5. Ability to operate Compass systems or be capable of training in this capacity.
6. Experience in a school setting.
7. Ability to maintain confidentiality.
8. Ability to work flexible hours – with occasions for evening work required, and an ability to work longer days and/or an occasional Saturday Tours day during peak times.
9. A practicing Christian, able to provide a minister/pastor's reference together with professional references and qualifications.

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

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

The position is fulltime, with four weeks paid holiday to be taken during school vacation periods as negotiated with the Principal.

Hours of work are Monday to Friday 8am to 4pm with a 30-minute lunch break with afterhours commitments to events as negotiated with the Principal. Hours of work, however, will need to be flexible particularly at peak times of high workload requirements. Hours of work can also be negotiated with the Principal for a later start time.

Salary Classification will fall between Level 5 and Level 6, commensurate with the knowledge and skills base of the successful applicant. An allowance for a mobile phone will be provided.

The position commences 1st January, 2027.

Position Held By:	
Signed:	
Date:	