



<b>Job Title:</b>	<b>Executive Assistant - Duncraig</b>
<b>Reports To:</b>	<b>Head of Campus - Duncraig</b>
<b>Direct Reports:</b>	<b>n/a</b>
<b>Section of School:</b>	Student Services
<b>Liaises with:</b>	Whole School Community

<b>St Stephen's School Vision:</b>	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
<b>St Stephen's School Values:</b>	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Learning</li> <li>• Care</li> <li>• Service</li> <li>• Community</li> </ul>
<b>Position Summary</b>	<p>The Executive Assistant will work under the direction of Head of Campus and support both the Deputy Heads of the Secondary School contributing to its effective and efficient functional capability. The role will be providing executive support managing the Head of Campus's business across ELC, Primary and the Secondary areas.</p> <p>The Executive Assistant will have daily oversight and provide support and guidance to other administration support officers in the Student Services area.</p> <p>This is a 5 day per week / 52 week per year position (working 45 weeks per year is negotiable). Some after school commitments might be required</p>
<b>Key Responsibilities and Tasks</b>	<ul style="list-style-type: none"> <li>• Provide executive support to the HOC maintaining a high level of productivity and confidentiality</li> <li>• Support the HOC as directed, to ensure goals and objectives are accomplished and that operations run efficiently</li> <li>• Plan and orchestrate work to ensure executive priorities are met, organisational goals are achieved and best practices are upheld</li> <li>• Provide a high level of administrative and office support, including organising agendas, taking minutes and communications internally and external stakeholders</li> <li>• Co-ordinate complex scheduling and calendar management, as well as content and flow of information for leadership</li> <li>• String time management skills and an ability to organise and coordinate multiple concurrent projects/events</li> <li>• Provide administrative support to Deputies in relation to their respective portfolios, including :             <ul style="list-style-type: none"> <li>• Point of contact between executives, deputies and relevant areas of the School and external stakeholders</li> <li>• Manages the calendar(s) of Head of Campus and Deputy Heads to ensure timely attention to operational and strategic priorities, ensuring time is allocated as needed for internal and external meetings</li> </ul> </li> </ul>



- Manage correspondence of behalf of Head of Campus and Deputy Heads (including email assistance for HOC when required), ensuring all correspondence is actioned and prioritised as necessary
- Event management: Organised team communications and plan events, both internal and off-site. Coordinates and participates in meetings, arrange venues, arrange catering, distributes materials in advance; acts as scribe, prepares minutes or action item reports for distribution and follow-up (Care, D5H, Curriculum Leaders, Secondary Operations, Whole School Operations)
- Booking and emailing confirmations for prospective student interviews
- Assist HOC with regular School Credit Card online reconciliation
- Coordinate leave forms for HOC to sign. Provide details of staff applications for leave to Relief Coordinator
- Coordinate change of load forms & purchase orders for the HOC to approve
- Assist HOC with online approval of Professional Development applications & timesheet entries
- Manage events for Duncraig Secondary Campus as required, including Presentation Evening and Thanksgiving Service, Coffee and Conversation, assemblies, graduation events, school ball, parent info evenings, parent teacher info evenings, staff farewells
- Coordinate first day back activities and catering
- Coordinate travel arrangements and handle registration, accommodation for conferences, interstate visits etc
- Conduct research, collect and analyse data to prepare reports and documents
- Maintaining Student services Calendar & website calendar
- Coordinating Prac Teachers with the Learning Areas & liaising with universities re practicum teacher contracts
- Seqta – uploading of documents for parents and students to see
- Parent portal – uploading of documents for parents and students to see
- Consent to Go – check and approve Excursions/incursions/camps as per level of approval process
- Additional duties as required from time to time as directed by Head of Campus

### GENERAL

- Liaise with Service learning for management of excursions and paperwork, bus keys
- Bus bookings for large events (presentation evenings, thanksgiving rehearsals)
- Professionally answers phone calls, including responding to calls as appropriate using discretion and judgment, processes requests, takes messages, and delegates to appropriate party in a timely and effective manner; and screens calls and visitors maintaining a high level of productivity and confidentiality
- Relieve reception or PA roles in Duncraig as required
- Support nurse with first aid
- Maintain effective records (physical and electronic) of all correspondence and other business



	<ul style="list-style-type: none"> <li>• Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times</li> <li>• Additional duties as required from time to time</li> <li>• Serve as a good ambassador of the School</li> </ul>
<p><b>Key Performance Indicators:</b></p>	<ul style="list-style-type: none"> <li>• Timely, efficient and effective support to Head of Campus and Deputy Heads in accordance with priorities and agreed outcomes</li> <li>• Evidence in contributing to and supporting the administration area to achieve its goals.</li> <li>• Demonstrated ability to provide quality, friendly customer service to parents, students and staff</li> <li>• Demonstrated adherence to confidentiality</li> <li>• Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.</li> </ul>
<p><b>Selection Criteria:</b></p>	<p><b>Education / Training</b></p> <ul style="list-style-type: none"> <li>• Preferred Certificate in Business Administration or at least 5+ years experience as a Personal/Executive Assistant desired</li> <li>• Experience in providing executive support and assistance at a senior level</li> <li>• Current Senior First Aid Certificate or the willingness to obtain one</li> <li>• Working with Children (Criminal Record Checking) Check</li> <li>• National Criminal Record Checking</li> </ul> <p><b>Personal Attributes and Values</b></p> <ul style="list-style-type: none"> <li>• Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines</li> <li>• Demonstrated high level skills in dealing confidentially and courteously with people at all levels</li> <li>• Demonstrated experience in organising meetings, including preparation and distribution of papers and minute taking (at times out of office hours)</li> <li>• Demonstrated relevant experience with Microsoft Office Programs such as Word, Excel and Outlook</li> <li>• Demonstrate initiative and take a proactive and flexible approach to tasks</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to handle complaints, crises and conflicts</li> <li>• Ability to work cooperatively and collaboratively as a member of a team</li> <li>• Willingness to positively and actively contribute to the Christian culture of the School</li> </ul>



<b>I understand and accept the responsibilities as outlined in this Job Description.</b>	
<b>Signed:</b> [acceptance_status]	<b>Date:</b> [acceptance_date]
<i>This document was approved by HOC October 2024</i>	

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*The below information is not required to be printed.*

Version	Date	Review Date	Author	Comments	Approval
4	Oct 2024	Oct 2026	Steph Snyman	Update	HOC
3	March 2023	March 2025	Steph Snyman	Updated to 52 weeks	HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO