



EXECUTIVE ASSISTANT TO THE PRINCIPAL

POSITION DESCRIPTION

Introduction to the College

Trinity College has its origins in Christian Brothers College (Perth). Founded in 1894, the 'Terrace School' was located at the corner of St Georges Terrace and Victoria Avenue in the heart of the city. In 1938, the boarders moved to the new Aquinas College, while the day boys remained at CBC. When Perth hosted the 1962 Commonwealth Games, the City Council acquired the Terrace site for a hotel and the College moved to the new Trinity College campus located beside the river in East Perth. In 2007 the Christian Brothers handed the governance of their schools over to Edmund Rice Education Australia (EREA). Trinity College celebrated its 125 Year Anniversary in 2019.

Trinity College is a Catholic school in the Edmund Rice Tradition. The College receives its educational mandate from the Catholic Archbishop of Perth and operates in accordance with the policies of Edmund Rice Education Australia and the Catholic Education Commission of Western Australia. Trinity College is a member of the Public Schools Association (PSA) of Western Australia.

Trinity College proudly provides an all boys' education for students from Year 4 through to Year 12. A Trinity College education is based on four pillars – Faith, Academic, Cultural and Sport, with our commitment to the development of each student's faith and Excecutive spirituality being of most importance. A particular emphasis is placed on a developmental program that assists in the formation of each student as they journey from boyhood to manhood. The College motto *In Nomine Domini* – 'In the name of the Lord'; is the foundation for all in our community to focus their endeavours in the heart of our call to be Christian. The maxim by which our students are encouraged to live by is Men for Others. This philosophy is clearly articulated through our Service programs, our Immersion experiences and our Retreat programs. We demonstrate the Church's commitment to the dignity of the individual, particularly by being called to relationship in community.

Our spacious and well-appointed East Perth campus has grown considerably thanks to the efforts of many in the College community. Several specialist facilities have been developed including the Chapel, Design and Technology Centre, Observatory, VR Laboratory and Swimming Pool. In recent years, a new Cultural Centre (Music, Art, Campus Ministry) was added along with extensions to the Library and Science Block. Most recently, the magnificent new Sports Centre was completed. These excellent facilities are complemented by our Outdoor Education Centre (Camp Kelly, Dwellingup) and our playing fields at nearby Waterford. We enjoy a strong reputation for the excellent pastoral care of our students.

Due to its central location, Trinity College attracts enrolments from all over the metropolitan area and this provides a wonderfully eclectic mix of students. Trinity College aspires to be an inclusive, creative learning community centered in Christ, committed to the education and development of each individual. To this end, a range of pathways are offered to cater for the diverse needs of all boys. Our Mary Rice Centre provides education for students with particular learning needs, extension programs exist across all curriculum areas and our scholarship and bursary programs for Aboriginal and Refugee students are very highly regarded. Trinity College provides recognised pathways for University entrance (ATAR Courses) and has established a well-earned reputation for excellence in this regard. The College also provides a comprehensive set of highly developed Vocational Education and Training opportunities. These offer nationally accredited qualifications, valuable work experience and enable access to post-school destinations such as TAFE, traineeships and apprenticeships. The curriculum programs are current, utilize the latest technology and respond to emerging trends in education and the ever-changing demands of our modern world.

The College enjoys a strong reputation for the excellent pastoral care and formation of our boys. The College Staff are wonderful role models who give enormous hours of their time to both the formal and informal curriculum. They value the dignity and worth of every student and strive to create a positive learning environment in which the Executive needs of all students are catered for. The boys are encouraged to seek Executive excellence and challenged to discover and develop their talents not only for themselves, but in the service of others.

Executive Assistant to The Principal

The Role

The Executive Assistant to the Principal plays a vital role in supporting the leadership of the Principal of the College, by ensuring a smooth and efficient operation of the Principals Office. This position provides comprehensive administrative, governance, and systems support to the College Principal, College Leadership Team, and the School Advisory Council.

The primary goal of this dynamic position is to deliver effective service and assistance to the Principal and Vice Principal. The Executive Assistant will direct communications and workflow with discretion and confidentiality, coordinate meetings and appointments, manage documents, and prepare information and correspondence in a timely manner.

The Executive Assistant to the Principal is required to maintain a high level of confidentiality, be flexible, use their initiative, be adaptable at short notice, maintain a professional warm and welcoming presence, and engage with the broader College community in a way that represents the Principal and embodies College values.

Role Reporting responsibilities

- Accountability: The Principal (through the College Business Manager)
- Reporting: Principal, Vice Principal (or Principals delegate)

KEY AREAS

The Executive Assistant to the Principal's responsibilities include, but are not limited to, the following key areas:

1. Principal (Vice Principal)

- Provide executive and administrative support to the Principal's and Vice Principal's position and prioritise the importance of their Office
- Manage and maintain the electronic diaries of the Principal and Vice Principal's, including the scheduling/arranging of meetings, filing and records management
- Manage the day-to-day correspondence for the Principal, by screening all calls, and prepare letters, reports, Staff Appraisals and any other communication, as required
- Provide high quality administrative and operational support to the Principal and Vice Principal to ensure efficient and effective human resource management and support on all staff matters
- Liaise in a professional and confidential manner with College parents, students, staff, dignitaries and visitors on the Principal's behalf
- Ensure that issues requiring the immediate attention of the Principal and Vice Principal are prioritised accordingly
- Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that represents the Principal and reflects the College's culture and values
- Liaise with the Business Manager in the preparation and records of all School Advisory Council (SAC) papers (OnBoard platform)
- Assist the Vice Principal as co-ordinator of annual Presentation Night. Record award winners, order prizes and engraving, arrange program printing, liaise with VIPs and guest presenters
- Working with the Vice Principal, oversee the production and format of the College calendar
- Prepare, and distribute the Agenda, Minutes and Action items for College Leadership (CLT) meetings, and other meetings as requested
- Develop positive and effective working relationships with key contacts, such as but not limited to;
 - Members of the College Leadership Team
 - School Advisory Council members (and respective sub-committees)
 - All staff
 - Students and Parents/Caregivers (including prospective parties)
 - Edmund Rice Education Australia – EREA Colleges Ltd

- Catholic Education Western Australia (CEWA Ltd)
- Catholic Secondary Principals Association (CSPA)
- Public Schools Association (PSA)
- Develop and maintain important professional working relationships with other key administrative staff, such as; Executive Assistant to the Deputies, Human Resources Officer, College Registrar etc
- Organise the Principals attendance at local, interstate and overseas conferences/events including registration and travel requirements

2. Other Administrative Tasks

- Ensure accurate and up to date staff records in liaison with the Human Resources Officer and the Risk and Compliance Officer
- Support the Principal and CLT in conducting enrolment interviews, and in the provision of Student Bursaries
- Assist the Principal with staff welfare and support including the organisation and provision of gifts/acknowledgement
- Administer venue bookings for the Chapel, meeting rooms etc
- Coordinate the Staff weekly Briefing Notes
- Assist with the data collection for school reporting and audits as required
- Ensure the collection, use and storage of personal information is in accordance with the Colleges Privacy Policy
- Organise catering for various meetings including CLT/SAC meetings
- Liaise with key staff such as the College Events Manager, and other external providers to facilitate internal and external functions
- Ensure students, parents, staff and the wider college community are provided with a quality and appropriate service in an efficient, effective and friendly manner
- Assist with general administrative duties or tasks as and when required, or as directed by the Principal and or delegate

Special Conditions

- Some flexibility of hours is required to accommodate the requirements of this position as there is likely to be occasional weekend and after-hours work required due to the nature of this position. The standard working hours will be worked at such times, and this will require the staff member to adjust their working week accordingly, as deemed necessary

Team Contribution

- Ensure a friendly, helpful and professional demeanour at all times
- Demonstrate a high level of interpersonal skills
- Create positive and open communications to deliver the best possible outcomes
- Ensure systems and processes are optimised for efficiency and effectiveness, whilst seeking ways to continually improve such systems and processes
- Support others and facilitate a team-orientated, professional environment
- Demonstrate the ability to work independently and also within a team environment
- Demonstrate excellent time management and organisational skills, including the ability to meet deadlines
- Demonstrate the ability to work with a wide range of staff and to build meaningful and professional relationships with College staff
- Contribute to a positive and vibrant workplace Demonstrate a flexible approach to the position by undertaking other tasks to support all the above
- Maintain and promote the principles of Occupational Health and Safety within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others
- Maintain and promote the principles of the Code of Conduct at all times, including taking appropriate action in relation to any breaches of the Code of Conduct to ensure the safety and wellbeing of students, self and others

Additional Role Components

All staff within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church
- Ensure the underlying values of the College Mission are embedded within work practices
- Contribute appropriately to the implementation of the College's Strategic Plan
- Complete the necessary professional learning associated with this position and the associated requirements for Accreditation to Work in Catholic School
- Ensure attendance at staff meetings and other College functions as the Principal may require on occasions
- Be willing to undertake formation programs with Edmund Rice Education Australia (EREA) as required by the College
- Undertake any other duties or responsibilities that may be assigned by the Principal

SKILLS AND ATTRIBUTES

Essential Criteria

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the Trinity College Community (you are not required to be a Catholic to be considered for this role)
- Maintain confidentiality and a professional rapport at all times and to abide by the College's Code of Conduct
- A personal commitment to the College Vision, Mission Charism and Values
- Certificate qualifications or greater in Administration and/or Business and /or Events Management
- Have a minimum three (3) years' experience in a similar or related position

On appointment, the successful applicant will be required to:

- Provide/obtain a current WA Department of Education Criminal History Check prior to commencement of employment
- Provide/maintain a current Working with Children Check (WWC)
- Undergo Mandatory Reporting and Staff Code of Conduct Training
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School
- Complete other staff training modules as requested

Desirable Criteria

- Have completed Accreditation to Work in a Catholic School
- Be able to demonstrate a high level of competence in utilising interpersonal skills
- Be able to assist with the development of community amongst staff, students and parents
- Have the ability to work in a highly organised manner, including adherence to deadlines
- Demonstrate initiative, self -direction and motivation and have a strong sense of professionalism
- Have demonstrated capacity to manage staff relationships and enhance the synergy between key stakeholders
- Demonstrated ability to work with discretion, diplomacy and confidentiality
- Demonstrated experience in the effective use of ICT skills – proficient in Microsoft Suite and knowledge of educational platforms such as SSEQTA, Synergetic, etc
- Be willing to act as an ambassador for the College and representative of the Principal

Child Protection

Trinity College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Catholic Education WA Child Protection Policy statement at all times.