

PERSONAL ASSISTANT (DEPUTY PRINCIPAL - PRIMARY)

POSITION AVAILABLE

Part-time 0.6 FTE (22.5 hours per week)

Commencing 15th January 2024

Applications close 4.30 p.m. (WST) on Monday 4th December 2023

HillSide Christian College is an evangelical, Christian school educating Years 4K-12 students. Please view the school website for general information: <http://www.hillside.wa.edu.au>

APPLICATION INSTRUCTIONS – HOW TO APPLY FOR THE POSITION

1. Upload the following:
 - a) Comprehensive CV.
 - b) Covering letter in which you address the Selection Criteria in relation to the position.
 - c) A brief outline of your Christian faith story and contribution to the life of the Church.
 - d) Christian orientated written reference from your Church Pastor or Elder, or alternatively, include contact details for this person in your CV.
2. Use 12 point font, with a maximum three (3) page total for the covering letter.

POSITION DESCRIPTION

HillSide Christian College is seeking applications for a 0.6 FTE, Personal Assistant (Deputy Principal - Primary). The successful applicant will be a practising evangelical Christian, who is able to demonstrate and work within the College's Christian framework. All applicants wishing to submit an application should be able to demonstrate their personal faith in Jesus Christ as God and Saviour, and be an active member of an evangelical Christian Church. The position is initially for 12 months. Any appointment to the position will be dependent upon the successful applicant signing the College's Code of Conduct (including Statement of Faith) and the Employment Contract.

Job Title: Personal Assistant (Deputy Principal - Primary)

Reports directly to: Deputy Principal - Primary
Manager: Business Manager

Job Purpose: The Personal Assistant (Deputy Principal, Primary) provides professional administration support to the Deputy Principal and is expected to interact with the complete cross-section of the College community with a high and consistent standard of service. The candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide efficient and confidential administrative and secretarial support to the Deputy Principal.
2. Manage the Deputy Principal's diary and schedule meetings.
3. Prepare correspondence and other documentation as required by the Deputy Principal.
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5. Support the Deputy Principal with policies and procedures, non-academic programs, and standards across the College.
6. Produce a range of documents from a variety of sources, using various software packages (e.g. Office 365, Canva, SEQTA) and maintain databases with accuracy.
7. Assist with student welfare matters, including contacting parents and staff, including first aid and medical records.
8. Manage enquiries from students, parents, staff and the general public.
9. Assist the Deputy Principal with the implementation of the induction process of all new staff.
10. Support the Business Manager by effectively communicating staff updates for the College.
11. Provide support to the Deputy Principal (Primary) at College events.
12. Be prepared to undertake professional development and training including whole College training, including all Christian training, worship, prayer and retreats.
13. Undertake any other clerical duties which may reasonably be regarded as within the nature of the duties and responsibilities matching the position.
14. Sign and practise the parameters of the Contract of Employment.
15. Adhere to all College policies, including the Staff Code of Conduct and Statement of Faith.

SELECTION CRITERIA

1. Demonstrated highly effective communication and interpersonal skills to liaise with internal and external stakeholders to develop and maintain effective working relationships.
2. Interpersonal skills that demonstrate an ability to work effectively in a team.
3. Previous experience in an administrative role, with proven ability to work under pressure to meet deadlines.
4. Demonstrated organisational skills to manage administrative tasks efficiently, work independently and contribute to effective outcomes.
5. Demonstrated problem-solving and analytical skills with the ability to make informed decisions in a narrow timeframe.
6. Demonstrated high level of computer literacy with proficiency in a variety of software packages with ability to produce a range of documents (for example, Office 365, Canva, SEQTA).

ADDITIONAL INFORMATION

The successful applicant will be expected to sign a Contract of Employment, the Staff Code of Conduct, and all other school-based (signed) documentation. Remuneration will notionally commence at Level 3 of the College's salary scale and maybe negotiated based on experience and the duties and responsibility of the role. The salary amount and sample contract will be made available upon request.

This is part-time position will be 22.5 hours per week, generally worked between 8 a.m. and 4 p.m., three days per week.

For further job-related information please contact Bernie McCleary (Human Resources) at the College office on (08) 9453 2644 or email: humanresources@hillside.wa.edu.au

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured.