



KINROSS WOLAROI
— SCHOOL —

Personal Assistant to the Business Manager

Maximum Term Position

Candidate Information Pack

Closing Date: 1 July 2022



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit www.kws.nsw.edu.au. In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



POSITION OBJECTIVES & RESPONSIBILITIES

The role of the Business Manager

The Business Manager is appointed by the School Council on the recommendation of the Principal and is the most senior non-teaching executive at the School. The Business Manager holds responsibility for the financial and business operations of the School. The Business Manager is charged with contributing to, and delivering on, the strategic vision of the School in terms of its financial wellbeing and the provision of resources to achieve the intended educational outcomes set by the Principal. At an operational level, the Business Manager is responsible to the Principal (who is the Chief Executive of the School) for all corporate aspects of the School including financial management, corporate services, business and human resource matters. The Business Manager is a member of the School's Senior Management Team and has a crucial role in defining the strategic directions of the School and for achieving the goals set. At a governance level, the Business Manager is responsible to the School Council for finance and business activities and serves as Clerk to the Council.

Personal Assistant to the Business Manager

The Personal Assistant (PA) to the Business Manager provides high level administrative support to ensure effective and efficient operation of the School through a range of business support services together with the provision of personal executive support to the Business Manager.

The Personal Assistant will liaise with:

- The Principal's Office
- School Heads of Department
- Heads of Sub Schools
- Parents Association
- Staff
- Auditors
- Government Departments
- Parents
- Members of the School Council
- The Uniting Church in Australia
- Faculty Leadership
- Alumni Association
- Legal Advisors
- External Vendors & Suppliers
- Statutory Bodies
- Students



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Executive Support	<ul style="list-style-type: none">• Provide executive level support to the Business Manager• Manage the flow of correspondence in and out of the Business Office• Draft correspondence, reports and documents ensuring the highest standard of responsiveness and presentation• Anticipate, gather, collate and manage specific information to support the effective operation of the Business Manager and the Business Office• Prepare presentations and briefings for the Business Manager as required• Conduct research on matters as required to support the activities of the Business Manager• Screen and receive all calls and visitors• Maintain the Business Manager's diary and provide support in ensuring that time is allocated efficiently to best address the competing demands of the office



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Division Support	<ul style="list-style-type: none">• Provide support for meetings and functions of the Business Manager and staff employed in departments that report to the Business Manager (“the Business Office”)• Maintain up-to-date knowledge of School policies and procedures• Support and provide knowledge in the use of corporate systems and technologies by assisting other staff where required
Human Resources and Compliance	<ul style="list-style-type: none">• Provide ad hoc support to the Human Resources and Compliance Manager• Maintain and order stationery stocks for the Business Office• Assist in the areas of School WHS and Risk and Injury registers• Provide secretarial functions to support School working groups as required
Travel	<ul style="list-style-type: none">• Coordinate the travel arrangements of Support and Teaching staff in line with processes.
General	<ul style="list-style-type: none">• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Business Manager



Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However for practical purposes, these functions are delegated to the Business Manager who is the PA's direct supervisor.



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Essential Professional Criteria

- Demonstrated experience in a similar senior executive assistant role
- Demonstrated ability to work independently under broad direction, being able to exercise a high level of initiative and organisational skill
- Demonstrated ability to plan activities, set priorities and make sound judgements so as to meet goals and objectives
- Highly developed written and oral communication skills, including experience in drafting correspondence
- Highly developed skills in computer software systems, in particular the Microsoft Office Suite with advanced skills in word processing, publishing and presentation applications
- Proven proficiency with spreadsheet applications and a sound level of financial literacy
- Proven ability to research, interpret and reformat information
- Strong knowledge of administration procedures and office equipment

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012 (NSW)* applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



COVID-19 Vaccination

It is an expectation of employment that all staff comply with School policy requiring staff to be fully vaccinated against COVID-19 or other diseases (as advised by the School) and you providing the School with evidence it considers satisfactory regarding vaccination. Being fully vaccinated may include additional doses and booster injections.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a maximum term, full-time role ceasing no later than 19 August 2023. The full-time working hours are 76 hours per fortnight being 8:30am to 4:36pm Monday to Friday. However, the nature of the position will inevitably involve working outside these hours on occasion to meet critical deadlines or business requirements. The position is remunerated at a level to reflect this inherent requirement.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Personal Assistant to the Business Manager is classified at Administrator Level 3.3 of the MEA. In 2022 the annual salary for the classification of Senior Clerical Officer Level 3.3 is \$77,947 (FTE) plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au.

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.