



**ALL SAINTS'
COLLEGE**



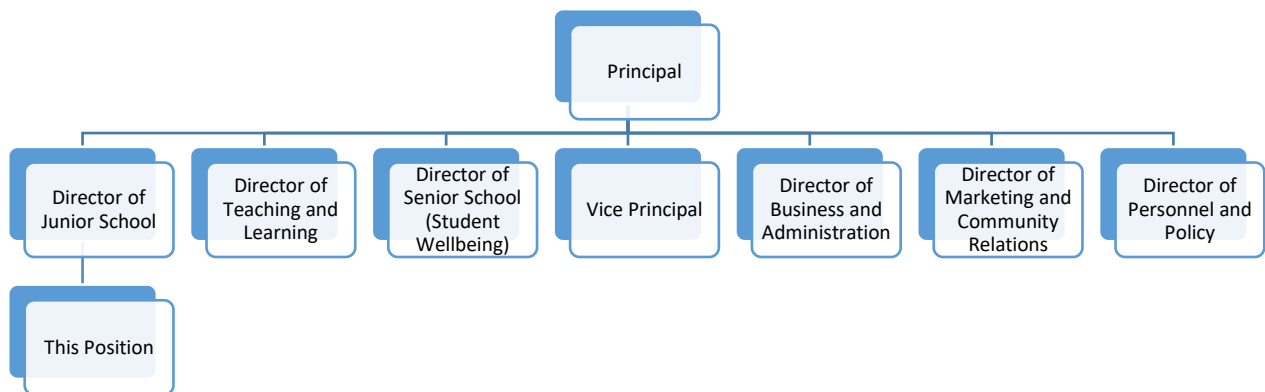
DUTY STATEMENT PERSONAL ASSISTANT TO THE DIRECTOR OF JUNIOR SCHOOL

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

As the Personal Assistant to the Director of Junior School, you are directly responsible to the Director of Junior School for providing a high level of administrative and secretarial support, enabling the efficient and effective operation of the Junior School to occur. In this role, you will have direct contact with College staff, students and families on a day-to-day basis whilst undertaking your responsibilities in a confidential and highly professional manner.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

1. High level Administrative Support

- (a) Providing high level administrative support to the Director of Junior School, through:
 - i. the effective handling of all confidential/non-confidential correspondence addressed to the Director of Junior School, taking the appropriate follow up action (including the drafting of written responses) as required.
 - ii. managing and maintaining the Director of Junior School's electronic diary in a proactive manner (including booking all appointments and meetings with College staff, parents and external visitors) and effectively screening all incoming telephone calls.
 - iii. the drafting, preparation and/or word processing of correspondence and written documentation as directed by the Director of Junior School, ensuring documents conform to the College's style guidelines.
 - iv. assisting the Director of Junior School with data collection and interpretation of various internal and external reports.
 - v. liaising in a professional and confidential manner with College parents, students, staff and visitors on behalf of the Director of Junior School.
 - vi. undertaking specific projects and tasks as assigned by the Director of Junior School.
 - vii. proof reading and editing of all documents before they are uploaded to the Junior School and staff section of MyASC.
 - viii. providing assistance to the Director of Junior School in the organisation of documents and management of specific projects.
 - ix. agenda and minute preparation for various meetings when required.
 - x. preparation and publishing of the Director of Junior School newsletter.
 - xi. managing and coordinating the publishing of the Junior School Student Diaries.
 - xii. creating and managing the schedule for Parent Teacher Interviews and Three-Way Interviews.
 - xiii. proofing and editing Junior School Handbook yearly.
 - xiv. arranging travel and accommodation for the Director of Junior School when required.
 - xv. creating SurveyMonkey Parent Feedback Surveys, analyse data and provide reports of survey results for review by the Principal and Director of Junior School.
- (b) Organisation of catering Junior School Leadership Planning Days and other events when required.
- (c) Liaising with other College departments in a professional and efficient manner and ensuring dissemination of relevant information to appropriate departments/staff members in a timely manner.

2. Reception – when required

- (a) Greeting, assisting and/or directing College parents, students, staff, and visitors in a courteous, friendly and timely manner.

- (b) Answering and screening all incoming telephone calls and handling or redirecting caller's enquiries where possible, ensuring all telephone messages are relayed to the appropriate staff member or College department promptly.
- (c) Receiving, distributing, and sending all Junior School mail and deliveries, organising courier deliveries as and when required.
- (d) Maintaining an up-to-date knowledge of staff movements in and out of the Junior School on a day-to-day basis, in particular the Director of Junior School and the Junior School Leadership Team.
- (e) Ensuring the Junior School Reception and Administration Office areas are tidy and well-maintained at all times.

3. General Administrative Duties

- (a) Providing general administrative support, particularly with:
 - i. the word processing of documents and correspondence to a professional standard for the Leadership Team and staff of the Junior School, ensuring all documents conform to the College's style guidelines;
- (b) Maintaining an up-to-date knowledge of the day-to-day activities occurring in the Junior School and the Out of School Hours Care/Vacation Care Centre as well as College wide activities.
- (c) Meeting with the Director of Junior School on a daily basis to provide an update on current work activities.
- (d) Under the direction of the Director of Junior School or a member of the Junior School Leadership Team, provide support to students in distressful circumstances (eg providing a petty cash loan to a student for Canteen lunch or bus fare home).
- (e) Be prepared to assist in the handling of emergency/crisis situations in a calm and efficient manner in accordance with College policies and ensuring the appropriate level of confidentiality is maintained.
- (f) Other administrative duties as directed.

4. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

SELECTION CRITERIA

Essential

- Experience in providing a high level of administrative support in a similar role and in a busy and varied office environment.
- Well-developed written, verbal, and interpersonal communication skills with an attention to detail.
- A high level of proficiency in Microsoft OfficeSuite.
- Highly developed organisational skills and demonstrated ability work to deadlines.
- An ability to work independently under minimal supervision and productively as part of a small team.
- Hold a current Working with Children Check or ability to maintain one
- Strong diary management skills.
- Ability to maintain confidentiality at all times.

Desirable

- Experience in a junior/primary school environment.
- A current Senior First Aid Certificate.
- Experience with Synergetic Management System, SEQTA and SurveyMonkey.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

November 2022