



**ALL SAINTS'
COLLEGE**



PERSONAL ASSISTANT TO THE VICE PRINCIPAL (Permanent full-time position)

About the role

As the Personal Assistant to the Director of Junior School, you are responsible 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. The working hours are from 8.00am to 4.00pm, Monday to Friday. This is a non-term time role which means you will be required to work during periods of school holidays.

Key responsibilities include, but are not limited to:

- providing high level administrative support of the Director of Junior School
- the effective handling of all confidential/non-confidential correspondence addressed to the Director of Junior School, taking the appropriate follow up action
- managing the Director of Junior School's electronic diary in a proactive manner and effectively screening all incoming telephone calls
- assisting the Director of Junior School with data collection and interpretation of various internal and external reports
- proof reading and editing of documents
- agenda and minute preparation for various meetings when required

About you

Available to commence on Monday, 9 January 2023, you seek a full-time position in a warm and friendly community environment. You are an experienced personal assistant or administrator, who is highly motivated, enthusiastic, and you have the ability to create a welcoming atmosphere for our staff, students and parents.

You can also demonstrate:

- experience in providing a high standard of administrative support in a busy and varied office environment with minimal supervision, and as part of a team;
- an ability to prioritise and work to deadlines;
- well-developed written, verbal and interpersonal communication skills with an attention to detail;
- a high level of proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email;
- strong diary management skills; and
- hold a current Working with Children Check and recent National Police Clearance Certificate (or have the ability to attain these clearances), and would readily support the College's Anglican ethos.

About us

All Saints' College (ASC), one of Australia's leading independent, coeducational Anglican day-schools, has two campuses. Our main campus is situated approximately 15 minutes south of the CBD on a beautifully landscaped 20 hectare property in Bull Creek. Surrounded by ovals, lawns and gardens, the campus caters for approximately 1 350 students from Pre-Kindergarten through to Year 12. Facilities include a state of the art theatre, heated 25 metre indoor swimming pool on campus, a fully equipped gymnasium, rock-climbing wall and an indoor sports centre. Our staff are welcome to use the facilities, enjoy the grounds or perhaps attend an evening show in our world-class theatre. In the mornings, staff often drop by *Wanju*, our College café, for a coffee and a chat with other members of our All Saints' community. Our second campus is in central Fremantle and is the home of The Studio School, our bespoke "studio" model of education that sees students in Years 10 to 12 combining their studies with authentic and purposeful projects in partnership with industry mentors, whilst also achieving their WACE and, as desired, an ATAR.

At ASC, we understand that balancing work and family commitments can sometimes be challenging, and so we have implemented a number of strategies to support our staff as they manage their work / life balance. Staff with school-aged children are offered free before- and after- school care, and vacation care is provided during periods of school holidays, also free of charge, for the children of staff members who are required to work at these times. We also understand that members of our staff may need to attend to matters of a private nature, from time to time, so our 'Temporary Absence Policy' enables staff to be absent from the workplace for up to two hours (without any deductions from leave accruals) during the working day to attend to such matters. We offer a broad range of other benefits to attract and retain outstanding staff, including:

- Salary packaging
- Deferred salary scheme (work 4 years and take the 5th year as leave)
- Generous paid parental leave
- Generous long service leave entitlements
- Generous discount on school tuition fees
- Free onsite parking
- Discounted tickets for events held in the Centre for Performing Arts
- Discounted flu vaccinations
- An active Staff Association that provides regular social activities
- Notebook computers (and iPads, depending on your role) for relevant staff
- Access to high level professional development (PD), including attendance at interstate and international events
- Financial support to undertake academic studies

All our staff - teaching, administration and support staff - are committed to the welfare of our students, and to providing a warm, supportive, caring and challenging environment that encourages creative and critical thinking.

How to apply

Your application should consist of a one page covering letter, addressed to the Principal, explaining the attributes, skills and experience you would bring to our College, and why you



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wish to work at ASC. Please also attach a Curriculum Vitae containing your employment history and the contact details of two referees.

For further information and a copy of the duty statement, please visit the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

Applications are to be submitted via the SEEK website. Due to our recruitment processes we are not able to accept hard copy applications.

Should you have any enquiries, please do not hesitate to contact our Director of Personnel and Policy, Tony Higgins, on telephone number 9313 9389.

Applications close at 9.00am on Monday, 28 November 2022.