



Shellharbour Anglican College

Position:	Personal Assistant to the Principal
Reporting to:	Principal and Director of Policy and Administration
Effective Date:	Term 1, 2023.
Type of Employment:	Full time Maternity Leave Cover (6 months) 38 hours per week. (Attendance at after-hours events will be required)

THE POSITION

We have a fantastic opportunity for an experienced Personal Assistant to join the Shellharbour Anglican College community through providing secretarial and administrative support primarily to the Principal.

Displaying a high degree of initiative and having a vibrant can-do attitude, the Personal Assistant to the Principal ensures the smooth running of the Principal's office and provides superior executive support in a range of duties and responsibilities.

We are seeking a person with a friendly personality, who is able to relate to all members of the College community whilst coordinating the many demands of the Principal's office. This is a challenging but rewarding role and involves a high level of autonomy.

The successful applicant will:

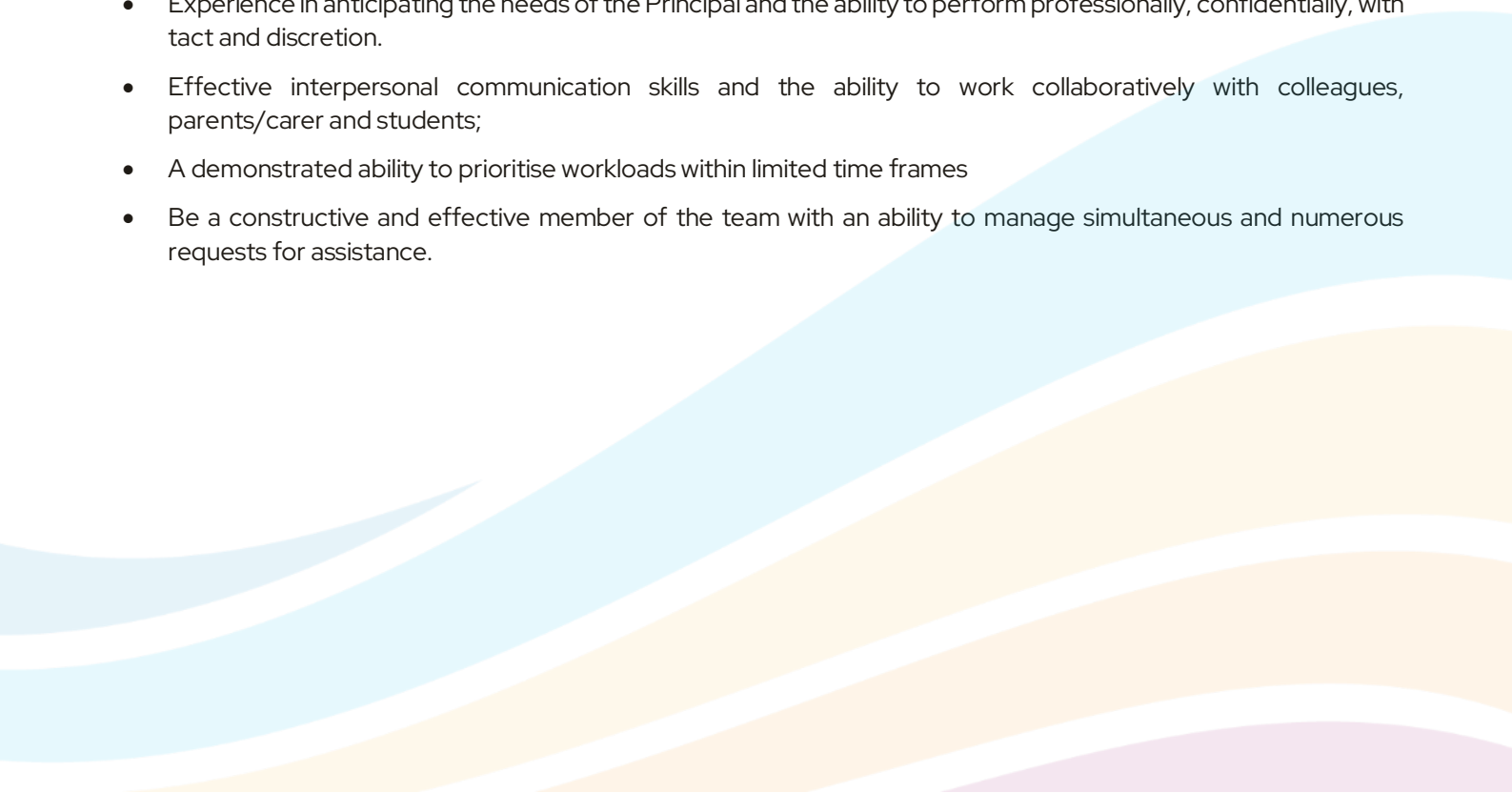
- Have an authentic Christian Faith and commitment. Be pastorally minded and comfortable with sharing their faith;
- Actively maintain and support the Christian ethos and values of the College;
- Possess strong working knowledge of Microsoft suite of works. Knowledge and experience in the use of Edumate would be an advantage.
- Feel comfortable working independently and be able to use initiative and good judgement in fast-paced environment.
- Work in partnership with the College to explore opportunities to make positive differences within our community and beyond.
- Exercise a high-level degree of confidentiality and discretion when dealing with a myriad of sensitive issues.
- Have a demonstrated capacity to communicate effectively in a wide range of media including verbal, written and digital.

- Possess strong interpersonal skills, valuing and maintaining collegial relationships with colleagues and stakeholders.
- Take an active interest and participate in the general the life of the College including attendance at staff devotions, staff meetings and College events.
- Have an outstanding attention to detail and the ability to forward plan to keep to timelines and deadlines.
- Be committed to your own professional learning and growth.

In this role you will:

- Manage the day-to-day workflow in an intelligent, flexible and positive way, allowing for the many unscheduled interruptions that occur.
- Attend Council meetings, act as Minutes Secretary, and follow-up any action items from meetings if required by Principal.
- Take minutes and draft and format reports, exhibiting a high level of writing, grammar, spelling and arithmetic skills.
- Effectively manage the Principal's diary, briefing the Principal on upcoming events and provide appropriate documentation.
- Provide additional administrative support to the two Deputy Principals including diary management.
- Organise travel and accommodation bookings as required.
- Assist in the organisation of College functions as managed by the Principal.
- Organise catering for events hosted by the Principal as required.
- Participate in other duties, including a willingness to work outside normal office hours, that are deemed appropriate by and in negotiation with the Principal, as required from time to time.

Experience/Skills required

- Advanced computer and technical skills including MS Office, mail merge, database and spreadsheet skills, electronic media and the internet.
 - Experience in providing Executive support at a senior level.
 - Experience in a school environment would be an advantage.
 - Experience in anticipating the needs of the Principal and the ability to perform professionally, confidentially, with tact and discretion.
 - Effective interpersonal communication skills and the ability to work collaboratively with colleagues, parents/carers and students;
 - A demonstrated ability to prioritise workloads within limited time frames
 - Be a constructive and effective member of the team with an ability to manage simultaneous and numerous requests for assistance.
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No role description can capture the complexity of working in a college as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position. It is subject to change with evolving needs and will include other duties as they arise

CHILD SAFETY

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training

COVID-19 VACCINATION EVIDENCE

Shellharbour Anglican College is committed to ensuring the safety of our staff, students and community. In line with College COVID-19 policy, all staff are required to be fully vaccinated against COVID-19 (or subsequent variants) or have an approved medical contraindication in order to work with us. Compliance with this policy and providing evidence of vaccination is an essential requirement of employment.

PAY AND CONDITIONS

Employment will be subject to the provisions of the Independent Schools NSW/ACT Standards Model (Support and Operational) Multi Enterprise Agreement 2021 or any industrial agreement that replaces that award. This position is classified at the Clerical and Administration Level 3.1 – Senior Clerical Officer.

This role is full time. The hours of work will be between 8:30am – 4:30pm. Some work outside of these hours may be required.

Applications Close on Wednesday 1 February 2023, 5pm

HOW TO APPLY

Visit: <https://www.shellharbourac.nsw.edu.au/about/employment/advertised-positions/>