



## POSITION DESCRIPTION

	Effective Date:	June 2025
<b>POSITION TITLE:</b>	Senior Administration Assistant to the Vice Principal	
<b>REPORTS TO:</b>	Vice Principal	
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<p><b>1. Relevant qualifications, including:</b></p> <ul style="list-style-type: none"> <li>➤ Current Working with Children Check or willingness to obtain.</li> <li>➤ National Police Clearance or willingness to obtain.</li> <li>➤ First Aid Training or willingness to obtain.</li> <li>➤ Certificate III in Business/Diploma or relevant qualification is desirable.</li> <li>➤ Willingness to attend training and other professional development activities related to the position as required.</li> </ul> <p><b>1. Work Attributes / Mindset</b></p> <ul style="list-style-type: none"> <li>➤ Superior proficiency in administrative practices and procedures.</li> <li>➤ Experience with computerised systems and databases.</li> <li>➤ Meticulous attention to detail with excellent proof-reading skills.</li> <li>➤ Highly developed research and data gathering skills.</li> <li>➤ Demonstrated flexible approach to the role with the ability to multitask and problem solve in a dynamic fast-paced environment.</li> <li>➤ Ability to work both independently and collaboratively as part of a team.</li> <li>➤ Proven organisational skills with the ability to undertake computer related administrative duties.</li> <li>➤ High degree of initiative and enthusiasm.</li> <li>➤ Ability to work under pressure whilst maintaining a calm demeanour and sense of humour.</li> </ul> <p><b>2. Communication and Interpersonal</b></p> <ul style="list-style-type: none"> <li>➤ Excellent communication skills (written, verbal, interpersonal) and customer service.</li> <li>➤ Ability to deal with confidential material with integrity.</li> <li>➤ Willingness to uphold the ethos and values of the School.</li> </ul>	
<b>SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal and communication skills.</li> <li>• Demonstrated experience in providing quality administrative support in a complex and fast paced environment.</li> <li>• Demonstrated experience in the research, development, coordination and implementation of project work.</li> <li>• Ability to be flexible and willingness to adapt to new and changing situations in technology, staffing and policies.</li> <li>• Ability to work autonomously and demonstrate initiative, drive, integrity, loyalty and a strong sense of professionalism.</li> <li>• A high level of proficiency in a range of administrative and technology skills including Microsoft Office applications such as Word, Outlook and Excel as well as maintaining databases.</li> <li>• Highly developed organisational skills and a demonstrated ability to work to strict deadlines.</li> <li>• Ability to foster and promote positive personal relationships with a range of stakeholders.</li> <li>• A demonstrated ability to maintain confidentiality, use diplomacy, discretion, tact and interpersonal skills to work with astuteness in a sensitive environment.</li> <li>• Understanding of the education or not for profit sector in a senior administrative role would be considered advantageous.</li> </ul>	

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POSITION PURPOSE:		
<p>To provide high-level confidential administrative assistance to the Vice Principal, ensuring the smooth operation of the Vice Principal's office. Undertaking comprehensive support tasks, including handling calls and correspondence, managing a busy diary, organising and taking meeting minutes, ensuring the Vice Principal is prepared and briefed for meetings and interviews.</p> <p>Support administrative needs of other members of the School Leadership Team or middle leaders as directed by the Vice Principal.</p>		
KEY RESPONSIBILITIES:		
<p><b>Office Administration</b></p> <ul style="list-style-type: none"><li>➤ Act as first point of contact for Vice Principal enquiries, ensuring these are managed professionally and directed appropriately.</li><li>➤ Maintain a professional level of communication when handling difficult enquiries, either in person, on emails or via telephone calls.</li><li>➤ Manage and maintain the Vice Principal's diary and meeting schedule with key stakeholders.</li><li>➤ Ensure efficient organisational structures and systems are in place to facilitate the co-ordination of all activities of the Vice Principal's office.</li><li>➤ Prepare and draft correspondence and documentation and maintain files as required.</li><li>➤ Undertake word processing, desktop publishing, electronic database management, copying and filing with a high degree of accuracy within specified timeframes</li><li>➤ Undertake general research on behalf of the Vice Principal in collating data and reports.</li><li>➤ Support the new staff appraisal process including the organization, distribution and collation of interim and staff appraisal documents. Assist with organising classroom observations and associated meetings with new staff as required.</li><li>➤ In collaboration with Human Resources, initiate annual updates of the Staff Handbook and maintain its currency throughout the year.</li></ul> <p><b>School Events and Vice Principal Activities</b></p> <ul style="list-style-type: none"><li>➤ Maintain a thorough knowledge of School events, ceremonies and meetings and the input required into these from the Vice Principal's office.</li><li>➤ Assist in preparing the Vice Principal for all activities designated within her role such as St Michael's Day, Presentation Night, School Leadership Team meetings, Uniform Consultative Group meetings, Events meetings, assemblies and any other regular or ad hoc meetings or events.</li><li>➤ Support the administration, set up and running of School events as required.</li></ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"><li>➤ In collaboration with other key stakeholders, assist with managing the School's process for keeping policies and procedures current and relevant, keeping account of policy status within a central document.</li><li>➤ Support the Vice Principal with monitoring policy and procedure owners and their adherence to the School's revision cycle.</li><li>➤ Work with the School's Risk and Compliance Officer to maintain policies and procedures and be responsible for updating both as instructed by policy owners and authorising body.</li></ul> <p><b>General duties</b></p> <ul style="list-style-type: none"><li>➤ Support members of the School Leadership Team or middle leaders, including organising and minuting meetings and support the Vice Principal in the work allocated from these groups.</li><li>➤ This role also provides administrative support to the Vice Principal's leadership team including organising and minuting meetings and support the Vice Principal in the work allocated from these groups.</li><li>➤ Work as part of a collaborative, high-performing administration team supporting colleagues and undertaking assistance and relief in other administration roles as required eg: Executive Assistant to Principal, Human Resources administration, School Reception duties.</li><li>➤ Other duties required by the Vice Principal.</li></ul>		

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***Workplace Health and Safety***

- Ensure at all times that duties undertaken are compliant with all laws, acts, regulations and internal policies and procedures.
- Demonstrate a commitment to workplace health and safety and report all hazards and incidents that the individual is party to or observes, in the correct manner and in accordance with policy.

**PERFORMANCE REVIEW**

Performance will be monitored through means consistent with the performance measures considered by the School as relevant to the position. A probationary period of six months will apply to this role.

**CONDITIONS AND HOURS OF WORK**

**Hours of work**

Generally, Perth College business operating hours fall between 8.00 am and 5.00 pm.

As necessitated by the nature of the role. The Vice Principal's office needs to be available during the hours of 8.00 am to 4.00pm.

This is a full-time position with four (4) weeks annual leave. Generally, holidays are to be taken during the School holiday period. The Vice Principal and operational requirement of the role will be used to determine the capacity to take periods of leave during the School terms.

Some flexibility and out of hours work will be required to facilitate effective input and involvement in the full scope of this position at Perth College. This may include attendance at major school events which may fall out of usual working hours.