



Person Specification:

Personal Assistant to the Principal

Sancta Maria College is a Catholic Integrated School (Years 7-13) that is committed to preparing our students to embrace the future by providing a complete Catholic education in a safe, nurturing community, shaped by our vision.

Personal Qualities:

- Demonstrates and supports the Special Catholic Character of the college
- Is calm and doesn't become flustered
- Maintains confidentiality and professionalism at all times
- Total support and loyalty towards the Principal and school
- Is an effective Gatekeeper
- Builds supportive, collegial and respectful relationships with all staff, students, parents and wider community
- Can work under pressure
- Can work with independence
- Be part of a team
- Trustworthy
- Has attention to detail
- Highly organised
- Able to adapt to evolving change in the role
- Develops and maintains excellent systems
- Excellent communication skills (written and verbal)
- Demonstrates initiative
- Willing to carry out new learning
- Work is of a consistent high quality
- Excellent time manager
- High-level thinker
- Can multi-task
- Can anticipate challenging situations and acts accordingly

Desirable qualities

- Previous administrative experience in a similar role
- Is resourceful
- Is resilient
- Event Management
- Organises and assists with hospitality/catering/gifts as requested
- Undertakes to keep Principal's office tidy etc.
- Confidence to suggest and implement improvements

Skills and knowledge:

- Intermediate to Advanced MS Office skills – Word, Excel, PowerPoint and Outlook
- Knowledge of G Suite (Google docs, Google drive etc.)
- Knowledge of One Note
- Willingness to learn and use other Packages/Data Learning Management Systems that the college may work with (KAMAR, Schoology, Enrol etc.)
- Willingness to learn SMS and website update processes
- Effective minute taking and agenda coordination (Meetings)
- Event and Function organisation
- Public Relations (hospitality/catering/gifts etc.)
- Identified Human Resources Functions
- Full NZ Drivers Licence

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| Reviewed: | March 2017 March 2018 | Louise Moore, Principal Louise Moore, Principal |
| | <i>Louise Moore</i> Principal | Date |