



Role Description:

Personal Assistant to the Principal and BOT Secretary

*Therefore encourage one another and build each other up, just as in fact you are doing.
(1 Thessalonians 5:11)*

Mission: With Catholic faith as our compass, celebrated in the Eucharistic community of Sancta Maria College we will nurture confident, compassionate and connected life-long learners. We will be inspired to make a positive difference to a future global community and to the wider Catholic Church to which we belong.

Responsible to: The Principal

Functional Relationship with: The Board Chairperson
The Board of Trustees
Senior Leadership Team
Business Manager
Personal Assistant to the Senior Leadership Team
Reception
International Student Office
Staff, Parents, Students and Wider-School Community
External Agencies/Networks
Wider Education Sector

Responsible for:

- Meeting any work requirements delegated by the Principal.
- The effective management of administrative functions and duties to achieve quality outcomes.
- Communicating with The Principal on daily matters, planning and organisation for upcoming events, calendar, week ahead, school-wide/staff activities, assemblies and other key considerations.
- Positive liaison with the teaching and support staff, students, parents, parish, the wider-school community, Catholic Diocese, education sector and external networks/agencies.
- Supporting and assisting with the responsibilities and work of The Principal requiring the use of KAMAR (SMS), Enrol, Schoology (LMS) and other digital systems.
- Being the Secretary to the Board of Trustees and supporting their work as delegated by The Principal or Board Chairperson, including attendance at a monthly Board Meeting as Secretary.
- Being an effective 'Gatekeeper'.

KEY TASKS	EXPECTED OUTCOMES
1. The effective management of administrative functions and duties to achieve quality outcomes.	Prepare and collate documents to a high standard and within deadlines; file documents on a regular basis (electronic and paper); ensure copies of relevant communications are kept; manage correspondence and emails to parents, staff, students, wider school community; attendance at identified meetings to record minutes and distribute minutes and any associated documents; maintain and secure confidential documents and records; maintain personnel records containing confidential documents and eventual archival of these; inwards/outwards correspondence is managed; word processing, publications, making videos and using visuals and photos for documents and presentations; update policies and procedural documents as required; effectively manage Principal's diary and email.

<p>2. Assist The Principal with internal and external school communications using school management systems and other digital tools (KAMAR, Enrol, Schoology, other).</p>	<p>Undertake training to use KAMAR (SMS), Enrol and Schoology (LMS) functions to assist in reporting and producing documents for a variety of purposes (assemblies, presentations, reporting to MoE etc.); maintain the calendar and ensure meetings and key events are on the calendar schedule; manage effectively various communications (phone, email and in person); be the 'gatekeeper' for people wanting access to The Principal and directing enquiries to other personnel who have appropriate responsibility; be familiar with procedures for managing matters such as complaints, crisis plan etc.; liaise positively with staff, students, parents, the wider-school community, education sector and Catholic Diocese.</p>
<p>3. Support events and identified activities with planning and organisation.</p>	<p>Assist with the planning, liaison, organisation, facilitation and documentation to ensure school-related events and activities are carried out to an excellent level (aspects of prizegivings, liturgical and Special Character events, assemblies, staff welcomes and farewells, catering requirements for identified staff occasions, ordering and picking up flowers/gifts/cards etc.); prepares invitations and presentations for identified key events such as Open Day etc.; ensures catering needs are met for entertaining visitors; dishes are cleared and bench area kept tidy and clean.</p>
<p>4. The development of communication materials for and on the website, in the Principal's regular newsletters and social media channels.</p>	<p>Assist with creating the content and updating information on the College website and social media channels to ensure it is kept current as well as the ongoing development of these; liaison with other staff to obtain any information required for newsletters; the development of the regular newsletter to parents and the wider community; gathering and storing of school photos for archives and future events.</p>
<p>5. Support the responsibilities and work of the Board of Trustees as Board Secretary as delegated by The Principal or/and Board Chairperson.</p>	<p>Record, manage and file inwards and outwards correspondence; attends the monthly BOT meetings held on an evening; communicate with Board members on behalf of The Principal and/or the Board Chairperson; arrange documents for the Board and committee meetings and meet required deadlines for distribution; accurately record and distribute minutes in a timely fashion and after The Principal approves them (electronic and paper); maintain and secure confidential documents and records; prepare policy and governance documents as required; arrange ongoing annual update of policy manuals and any further business delegated by The Principal.</p>
<p>6. Assist the Principal in the establishment of the SMC Alumni.</p>	<p>Assist with the communication and administrative work involved in the establishment and ongoing development of the College Alumni; investigate a suitable database system; set up the database; use of archival information; assist with any organisation and planning for relevant events.</p>
<p>7. Carries out identified Human Resource Functions.</p>	<p>Draft and process all appointment letters (teachers, support staff, itinerant music teachers etc.); assist with vacancy advertising (create application packs, advertise in local newspapers, SEEK, Education Gazette, College's website etc.); process and collate data for all staff leave requests and communicate the outcomes to staff and SLT involved (incl. relief coordinators); purchase and arrange the sending of gifts, flowers and cards as required.</p>

8. Communications, Media and Marketing	Create events brochures and invitations; coordinate the content for College marketing materials in local newspapers and other as required; work closely with the Business Manager and SLT to promote the positive image of the College; participate in administration and organisation of ad hoc marketing and management focused projects; assist with the College promotional brochures and packs for Open Day and Enrolment Evenings.
9. Financial administration	Manage, track and reconcile expense receipts for the Principal's Credit Card.

Limitations of Authority

Changes to procedures or routines must receive prior approval from The Principal. The Principal may make changes at any time in consultation with yourself.

Conditions of Employment

This position is Full Time (40 hrs per week; 52 weeks) with usual hours of work being 8.00 am to 4.30 pm. At times, the Principal may request the completion of urgent work that could extend beyond the usual hours of work and a degree of flexibility would be sought.

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Reviewed:	June 2016 March 2018 March 2020	Louise Moore, Principal Louise Moore, Principal Louise Moore, Principal
..... <i>Louise Moore</i> Principal Date	

