

Personal Assistant to the Senior Campus Leadership Team

OVERVIEW

Prince of Peace Lutheran College is a K-12 educational, independent, Christian school located at Everton Hills in the north-western suburb of Brisbane. The College was established by the Prince of Peace Lutheran Congregation in 1984 to provide quality Christian education to the children of the community.

Prince of Peace Lutheran College offers classes on two sites from Kindergarten to Year 12 with approximately 810 students. The Junior Campus (K-6) is located at Rogers Parade West. The Senior Campus, 1 km away at Henderson Road, was opened in July 2009 and is currently home to Years 7 – 12.

JOB TITLE Personal Assistant to the Senior Campus Leadership Team

ORGANISATIONAL RELATIONSHIP

Reporting To: Head of College (HOC), via the
Head of Senior Campus (HOSC)
& Deputy Head of Senior Campus (DHOSC)

POSITION OBJECTIVES

The Personal Assistant provides professional support to the Head of Senior Campus and Deputy Head of Senior Campus, some of which may be highly confidential, and is responsible for the timely, efficient and effective co-ordination, performance and management of administrative functions of the Senior Campus.

The Personal Assistant will perform a range of varied and complex secretarial, administrative and publishing duties according to daily operations and is expected to maintain strict confidentiality in handling sensitive, professional, personal and private information.

The position requires the ability to exercise independent judgement in a confidential manner, utilise technical knowledge related to administration activities, establish and maintain a broad range of relationships, be flexible to work on several duties with possible conflicting timelines and be hands-on when required.

SPECIFIC ACCOUNTABILITIES OF THE ROLE

Administrative Support

- Assist the HOSC and DHOSC to manage diaries and meetings schedules;
- Liaise between staff, parents and students, providing resolution, support and assistance as required;
- Organise relief staff as required by the HOSC;
- Assist with preparation for Campus assemblies, including certificates;
- Attend to the requirements of new students, including but not limited to, inputting data into the College's administration system (TASS & SEQTA), allocating classes and distributing timetables;
- Assist with the collation and publishing of assessment schedules, exam timetables including room changes;
- Organise (in consultation with the HOSC) Senior Campus ceremonies, presentations, awards and other formal functions;
- Organise parent information evenings and conferences, orientation days including related correspondence and information kits;
- Liaise with the PA to the Head of College and the PA to the Junior Campus Leadership Team around day to day operations;
- Liaise with Senior Campus staff regarding whole of College and Campus events;
- Process the day to day correspondence of the Senior Campus Leadership Team including preparation of appropriate verbal and written responses as directed and proof reading of correspondence prior to circulation;
- Manage the filing, storage, and archiving of documents in conjunction with the business office;
- Process and assist the business office with payroll information for the Senior Campus;
- Supervise Senior Campus administration staff and delegate work as required;
- Provide administrative and organisational support to the HOSC and DHOSC in all aspects of the role;
- Carry out any other duties as requested by the HOSC, DHOSC and HOC.

Publications

- Maintain College calendar and input events and activities as necessary;
- Collate Senior Campus items for College Newsletter;
- Prepare invitations, booklets and programmes for various Senior Campus activities;
- Assist with digital presentations for assemblies and other information presentations as required;
- Contribute to the updates of the College staff handbook.

Data Management

- Organise and maintain student and administration filing systems; maintain and access student data from the College's administration system (TASS & SEQTA) for the HOSC and DHOSC;
- Oversight and accountability for QCAA student management;
- Assist with data for Timetabler, SEQTA, TASS and QCAA portal management on behalf of the HOSC;
- Provide logistic support for NAPLAN/QCE;
- Organisation administrator for the QCAA portal including the creation of accounts and tracking of staff;
- Maintain and access student data in student subject selections;
- Assist with the reporting process in consultation with HOSC.

Other duties

- Administer first aid to students and staff as required;
- Provide word processing and secretarial support for other staff with the authorisation of the HOSC;
- Other duties as directed by the HOSC, DHOSC and HOC.

Occupational Health and Safety

- Take all reasonable care to protect your own health and safety as well as that of other persons in the College complying with College health and safety policies and instruction.

ATTRIBUTES, SKILLS and QUALIFICATIONS

- A warm and friendly disposition with confidentiality, loyalty, initiative and creativity in work skills;
- Ability to provide a high level of customer service;
- Highly developed research and data gathering skills;
- Demonstrated excellent time management, verbal and written communication skills and have the ability to produce work of the highest quality;
- Outstanding interpersonal skills and the ability to interact in an empathetic manner with students, staff, parents and the community;
- Ability to work autonomously, self-managed with problem solving abilities;
- Have an advanced knowledge of computer software including Microsoft Office suite, databases and be adaptable to learn new systems as required by the College;

- High level of attention to detail;
- Have a current working with children blue card;
- Hold an ability to gain Senior First Aid and CPR certificate.

SELECTION CRITERIA

- SC1:** Demonstrated respect for and commitment to the educational philosophy of Prince of Peace Lutheran College.
- SC2:** Proven experience as a high level administrator including experience with digital administration systems.
- SC3:** Ability to manage staff in a positive and collaborative working environment.
- SC4:** Ability to work autonomously, prioritise tasks and projects to ensure deadlines are met.
- SC5:** Demonstrate excellent communication skills and high order written skills.
- SC6:** Proven experience ensuring tact, confidentiality and discretion that is demanded for the position.