# **Executive Assistant to the Principal**

A CATHOLIC GIRLS SECONDARY COLLEGE

Celebrating 165 Years of Mercy Education 1857 – 2022

**Overview**

The Academy of Mary Immaculate is the oldest Catholic Girls Secondary College in Victoria, catering for 650 students from Year 7 to 12 and proudly celebrating 167 years in 2024.

Mercy Education Ltd (Mercy Education) is an incorporated ministry of Mercy Ministry Companions (MMC). MMC is responsible for ensuring, as faithfully as Catherine McAuley and her sisters, that the Catholic identity, charism and spirituality of schools previously under the stewardship of the Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) thrive into the future. Mercy Education is the employer of the Principal and staff of Mercy colleges.

The College expectation is that all staff will promote and enhance the Catholic identity of the College and the Mercy Ethos ensuring that all College practices and procedures reflect the Vision, Mission and Values of the College. All staff share in the task of promoting a sense of unity and community within the College where all members are treated with dignity and respect. Our six Mercy values – respect, compassion, service, justice, hospitality and courage - form the basis for all our actions and interactions.

The Executive Assistant to the Principal is appointed by the Principal to assist and support the Principal in day-to-day administration and to provide effective liaison between the Principal, staff and the wider community.

It is recognized that the administration roles at the Academy of Mary Immaculate are critical to the effective operation of the College and, by their very nature, these roles involve periods of sustained independent work, as well as frequent and varied contact with all members of the College community.

The Executive Assistant to the Principal role demands flexibility and the ability to work in a highly collaborative and supportive way with all other members of the Administration team. The person in this position is required to perform many and varied tasks which will involve discretion, confidentiality and initiative.

The role of the Executive Assistant to the Principal is vital to the College in:

* Supporting the Principal in managing the leadership responsibilities and commitments of the role
* Ensuring the office of the Principal has an atmosphere of welcome, warmth and hospitality for all members of the Academy community
* Serving as a first point of reference to the Sisters of Mercy, Mercy Education and the College’s Advisory School Council
* Retaining confidentiality, loyalty to the Principal and professional conduct as outlined in College documentation
* Displaying commitment to the ethos of a Mercy school in word and action
* Upholding the primacy of the safety and wellbeing of all students

**COMMITMENT TO CHILD SAFETY AND WELLBEING**

The Executive Assistant must:

* Be familiar with and comply with the school's Child Safety and Wellbeing policy and Code of Conduct, and any other policies or procedures relating to child safety
* Be familiar with, understand, address and comply with the new Victorian Child Safe Standards and Ministerial Order 1359
* Assist in the provision of a child-safe environment for students
* Demonstrate duty of care to students in relation to their physical and mental wellbeing
* Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

DUTIES AND RESPONSIBILITIES

**Administration**

* Provide all aspects of day-to-day administrative support to the Principal
* Screen the Principal’s telephone calls and refer to the appropriate person, if required
* Manage mail specifically directed to the Principal
* Oversee the Principal's calendar and appointments using an electronic diary system (Outlook)
* Maintain the integrity of the Principal’s staff records and personnel files and liaise, when necessary, with the Business Manager
* Oversee the creation and maintenance of effective filing systems
* Organise staff Long Service Leave – maintaining annual LSL Register, distributing LSL confirmation letters
* Prepare the weekly Staff Bulletin
* Edit and distribute the College Newsletter
* Update the College Induction Handbook on an annual basis
* Assist in the preparation of the School Improvement Framework report and the four yearly VRQA School Review when required
* Organise the research, preparation and management of various documents and reports, including the College Annual Report
* Attend weekly Leadership team meetings and take minutes
* Attend College Advisory Council meetings and take minutes
* Assist with the annual administration of staff teaching loads, taking responsibility for the input of data and letters of teaching load and completion of duty schedules
* In conjunction with the Principal, organise the College Celebration of Excellence each year
* Organise the ordering of College badges as needed each year
* Assist the Year 12 Wellbeing Leader in the organisation of the Year 12 Graduation
* Undertake other duties as directed by the Principal

**Recruitment**

* Oversee all the administrative processes and procedures related to the advertising of staff positions
* Undertake all correspondence relating to employment of staff

**Catering**

Organise the catering for:

* College Advisory Council meetings and end of year dinner
* Special Staff Morning Teas
* Staff meetings, as required
* Visitors to the Principal

**Event Management**

* In conjunction with the Principal, arrange programs, events, meetings or conferences by booking facilities, catering, issuing information or invitations, coordinating speakers, formulating guest lists and other duties pertaining to these areas
* Book travel and accommodation for the Principal and Leadership team, as required, for Mercy Education gatherings, both interstate and overseas
* Book travel and accommodation for the Young Leaders Mercy Pilgrimage to Dublin
* Book travel, accommodation and conferences for Principal Enrichment Leave

Other Duties

* Support the Deputy Principals as needed including updating appointment diaries as required
* Prepare the Leadership team meeting Agenda and distribution of the Minutes
* Provide information for and liaise with other members of the Leadership Team
* Work with other members of the Administration team from time to time
* Undergo professional learning to assist in further improving the delivery of service to the College community

Meeting Commitments

* General Staff Meetings (as required)
* Administration Team Meetings
* Nominated working parties (as required)
* Annual Review Meeting with Principal or nominated party

Accountability

* Reports to: Principal
* Internal Liaisons: Leadership team, staff, students, parents, College Advisory Council members
* External Liaisons: Mercy Education, MACS, PAVCSS

Education and/or experience

* Relevant business qualifications and/or relevant experience desirable

**Position information**

* Education Support Officer
* Level to be negotiated according to qualifications and appropriate experience.

This position description may be varied from time to time as to the requirements of the Academy of Mary Immaculate and negotiated between the two parties. No position can be entirely comprehensive. From time to time, the Executive Assistant to the Principal will be expected to carry out other duties as requested by the Principal or her delegate, that are broadly consistent with the position description and the status of the role within the College.