**Executive Assistant to the Principal**

**Key Selection Criteria:**

1. Understanding of and commitment to Catholic Education
2. Willingness to support the Mercy Ethos and its expression in the life of the College
3. Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community
4. Excellent organisational and administrative skills and the ability to be flexible, proactive and resourceful
5. Well-developed written communications skills
6. Excellent IT skills, particularly in Microsoft Word, Excel, Outlook and database management
7. Commitment to continuous improvement in personal practice and professional learning

**Child Safety:**

1. Experience working with children
2. A demonstrated understanding of child safety
3. A demonstrated understanding of appropriate behaviours when engaging with children
4. Familiarity with legal obligations relating to child safety (eg. mandatory reporting)
5. Be a suitable person to engage in child-connected work