

# MacKillop College

## Executive Assistant



### Position Description

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| Classification (CEMEA 2022) | Education Support Level 3 (Category C)               |
| Position reports to         | Deputy Principals and Director of People and Culture |

### About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

### Overview of the Role

This role is responsible for the timely provision of administrative support, and executive assistance to the Colleges' Deputy Principals and Director of People and Culture. As a position of trust, this role will work collaboratively with the Principal's Personal Assistant to support a variety of college activities and events.

As a key liaison between college leadership, students and families, we are looking for a person with integrity, to demonstrate professionalism and sensitivity for matters requiring the assistance or involvement of leadership. As a critical enabler, this role will provide high level administrative, planning and logistical support; and as a vital member of the senior administrative team, the right person must be adaptable and flexible to respond to the needs of our staff, students, families and community.

To be successful in this role requires a proactive and skilled administration professional, with skills in the coordination of schedules and diaries, combined with the ability to prioritise with sound judgement.

#### Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willing to integrate the Church's teachings into all aspects of curriculum

#### Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



## Accountabilities

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### Executive Support

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- provide high level administrative support for meetings including, but not limited to preparation of agendas, minutes, documentation and presentations
  - liaising directly with stakeholders on behalf of the College Leadership Team, including staff, local business, college families and Melbourne Arch Diocese Catholic Schools as required
  - proactively consult, plan and prioritise the provision of executive support, and communicate where there may be competing priorities
  - maintain effective time management practices including coordinating diary appointments, prioritising correspondence, and preventing unnecessary interruptions
  - monitor and screen incoming calls and correspondence and where necessary re-direct these to appropriate people
  - prepare/review correspondence, correcting for quality, and/or seeking additional information or clarification as necessary
  - handle sensitive information with discretion and professionalism
  - escalate in a timely manner, any matter that requires the attention of the College Leadership Team
  - undertake a key role in the preparation and administration of College events, forums and meetings, including:
    - Student Progress Interviews (SPI)
    - awards night, graduation, open days (staff and student)
    - college masses, liturgical celebrations, spirituality days
    - staff recognition (e.g. years of service and departing staff)
    - staff meetings and professional development
  - prepare presentations and reports within the scope of ability
  - train and support other administrative staff in the use and application of systems and processes
  - ensure an efficient and coordinated working environment for the College Leadership Team
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### Administrative Support

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- provide a friendly and responsive experience in every interaction
  - welcome and direct students, families, staff and visitors as required
  - deliver a comprehensive range of administrative supports, including but not limited to:
    - responding to phone calls, emails and requests for information
    - physical and electronic filing
    - collating, photocopying and scanning documents
    - ordering of supplies
    - coordination of internal services as required (e.g., ICT and Maintenance)
    - coordination of travel, including accommodation, transport logistics, and reimbursement for incidentals
    - coordination of college vehicle usage
    - preparation of purchase orders as requested
    - coordination of internal and external venue hire/booking including catering
    - compose communication for distribution (internally and externally)
    - maintain college systems and databases ensuring accuracy and confidentiality
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### People and Culture

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- Provide administrative support for the college recruitment and onboarding process including, but not limited to:
    - advertising vacancies and acknowledging applications
    - coordinating off aspects of the interview process
    - maintenance of a role description library
    - maintenance of an interview guide library
    - prepare documentation for new staff, and ensuring everything is returned to the college
    - liaise with ICT, and main reception regrading college items for new staff
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- administer the annual review meeting (ARM) process
  - administer the position of leadership cycle application process
  - support the College leave planning process
  - support the offboarding of staff
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### Professional Development

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- demonstrate support for our performance and continuous development culture
  - participate in regular conversations about performance to receive positive and constructive feedback
  - continuously improve skills in systems and technologies associated with the role
  - participate in an annual review meeting as required
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### General Expectations

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- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
  - comply with the Melbourne Arch Diocese Catholic School (MACS) Code of Conduct
  - act as a role model for students
  - actively contribute to the achievement of the School Improvement Plan
  - stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
  - abide by all MACS and College policies and procedures
  - work collaboratively and build effective working relationships
  - ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
  - model a professional approach for all staff and students, including conduct, language and professional dress
  - attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
  - observe the strictest confidentiality for all sensitive and private information
  - actively contribute to the care of all College facilities, grounds, equipment and resources
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### Work Health and Safety

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- take reasonable care of your own health and safety
  - take reasonable care for the health and safety of others who may be affected by your acts or omissions
  - cooperate with any actions MacKillop College implements to comply with WHS requirements
  - comply with all Safe Working Procedures
  - use appropriate Personal Protective Equipment (PPE) as required
  - periodically update MacKillop College about any medical condition that:
    - is life threatening or may require Emergency Services to be called
    - could impact on your ability to perform your duties
  - complete safety training courses as required and participate in compliance briefings or inductions as required
  - do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
  - report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
  - work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
  - undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
  - contribute to a healthy and safe work environment, and comply with all safe work policies and procedures
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### Other Duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

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## Required Capabilities

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| <b>Executive Assistance</b> | <ul style="list-style-type: none"> <li>outstanding administrative skills, including the use of MS suite of products and systems with the ability to learn and use other systems, packages, and technologies</li> <li>demonstrate a proactive approach to embracing and driving change</li> <li>demonstrate discretion in handling sensitive and confidential matters</li> <li>ability to manage competing priorities and delegate effectively</li> <li>ability to evaluate information and set priorities</li> <li>ability to make timely decisions</li> <li>ability to monitor the workflows of others and adjust accordingly</li> <li>discretion and an ability to maintain confidentiality</li> <li>demonstrates appropriate language and behaviours when engaging with students</li> </ul> |
| <b>Communication</b>        | <ul style="list-style-type: none"> <li>outstanding written and oral communication</li> <li>ability to communicate with students, staff families and the wider school community</li> <li>excellent interpersonal</li> <li>demonstrate a welcoming and calm disposition</li> <li>demonstrates respect and empathy</li> <li>well manner and courteous</li> </ul>  |
| <b>Organisation</b>         | <ul style="list-style-type: none"> <li>ability to manage tasks with minimal supervision</li> <li>ability to evaluate information and set priorities</li> <li>capacity to work to tight timelines</li> <li>demonstrated organisational skills including strong attention to detail</li> <li>proven time-management skills</li> <li>exhibited self-motivation</li> <li>problem solving skills</li> <li>demonstrate flexibility and adaptability to tasks</li> </ul>  |
| <b>Teamwork</b>             | <ul style="list-style-type: none"> <li>ability to work as part of a team</li> <li>ability to collaborate with other staff to develop</li> <li>ability to develop and maintain excellent working relationships with key stakeholders</li> </ul>   |
| <b>Catholic Identity</b>    | <ul style="list-style-type: none"> <li>a demonstrated commitment to working in a Catholic Education environment</li> <li>demonstrated pastoral approach towards student and staff relationships</li> <li>respectful and sensitive to all cultural and linguistic needs of our college community</li> </ul>   |
| <b>Duty of Care</b>         | <ul style="list-style-type: none"> <li>maintain accreditation in:             <ul style="list-style-type: none"> <li>First Aid and CPR</li> <li>asthma and anaphylaxis management</li> <li>mandatory reporting</li> </ul> </li> </ul>  |

## Qualifications, Education and Experience

### Essential

- relevant qualifications or significant experience in an administrative role supporting multiple people
- a positive, proactive and professional attitude with attention to detail
- a high degree of judgement and initiative
- exceptional time management and organisation skills
- exceptional communication, interpersonal and stakeholder management skills
- ability to prioritise and complete tasks according to timelines
- adaptability and flexibility
- a commitment to teaching in a Catholic school environment

### Desirable

- experience in a comparable role in either a secondary college/school

## **Declaration**

I accept the above duties for the position at MacKillop College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_