Assistant to the Principal

Role Description:
Providing administrative support to the Principal and other Executive members as delegated by the Principal. General administrative support including, but not limited to answering phones, taking messages, directing calls, and greeting and attending to school visitors, school staff and students.

General Responsibilities -
PRINCIPAL ASSISTANCE

- Provide administrative and secretarial support to the Principal
- Maintain the Principal’s diary – interviews, functions, visits, arrangements etc.
- Advise the Principal regarding matters requiring immediate and/or timetabled attention
- Receive and filter telephone calls for the Principal
- Arrange hospitality for the Principal and/or Board functions
- Arrange professional development bookings, travel and accommodation details for Principal
- Agendas, Meeting minutes – Executive Meetings, Committee Meetings
- Copy and distribute documents as required
- Process Principal’s credit card requisitions
- Maintain Teacher Accreditation details for staff
- Assist Principal in maintaining Staff Handbook & policy documents
- Support Executive staff in clerical, administrative & organisational matters at Principal’s discretion
- Handle & process confidential mail/email and other documents
- Develop staff rosters as requested
- Update forms and policies as required.
- Edit and publish Nepean News (weekly school newsletter)
- Assist in preparation for Registration and Accreditation
- Organise and maintain Administration drive folders
BOARD OF STUDIES

- Student confirmations, special provisions, presiding officer correspondence, change of course, report production, practical options
- Compliance checking
- ID cards
- Illness/Misadventure paperwork

ANNUAL REPORT

- Assisting with the production of information for the Annual Report
- Compliance checking, compilation printing, upload to RANGS online

EVENTS

- Coordinate Events in conjunction with Executive
- Book venues, organize catering, invitations etc

BOARD

- Maintain Association membership records and mail outs
- Board Minutes
- Printing and Filing
- Board correspondence
- Maintain Board registers

STAFF RECRUITMENT

Assist the Staffing and Development Officer in:

- Advertising for new staff
- Receive and respond to job applications and arrange employment interviews
- Administrative processing for new staff
- Administration of New Working With Children Check process
- Compliance and qualifications checking for new staff
- Reference checking with pastors
- Maintenance of Employment forms and current requirements

STAFF APPRAISAL

- Maintenance of Staff Appraisal records and spreadsheet
- Tracking staff appraisal completion
- Appointment arrangements for staff appraisals
FIRST AID AND OFFICE SUPPORT

- Providing first aid and office admin back up support
- Cover front desk to allow lunch breaks for staff

Involvement in the life of our school -

This will involve:

- attendance at whole school staff meetings (8.00 am Wednesday)
- involvement in school events as required. For example, graduation ceremonies, Open Days etc
- Involvement in Association events
- Attendance at monthly Board meetings

Personal Attributes -

The Assistant to the principal will:

- be a Christian who is striving to live a life in accordance with God’s word which is evident in the way they live
- be willing and able to share their faith and how it impacts on their role within the School
- be an active member of a Church Community
- show a commitment to and understanding of the Nepean school context
- be supportive of the school’s vision
- maintain the ability to work in the pressure of a school environment where there are completing priorities
- maintain excellent verbal and written skills
- maintain confidence in dealing with a range of customers including, staff, parents, students and visitors
- maintain good customer relations and interpersonal skills
- maintain confidentiality in issues relating to students, staff and parents

Qualifications:

- Certificate IV in Business Administration or equivalent desirable

Skills:

- Time management/organisational skills
- Minute taking and report writing
- Advanced Microsoft Office
Previous Experience:
- Minimum two years office administration experience essential
- PA/EA experience desirable

Accountability:
The Assistant to the Principal shall:
- report directly to the Office Manager
- provide any information to the Senior Executive as and when required

Remuneration:
- Level 3 Clerical staff (2016 AIS Support and Operational Staff Award)
- 35 hours per week (during term time only)