



# Nagle College Bairnsdale

## Position Description

**Position**                    **Personal Assistant to Principal**  
**Education Support – Category C, Level 3**  
**Full time Position – 1.0**

**Reports to**                **Principal**

### Mission

**'A Faith Filled Learning Community, Striving for Excellence'**

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

### Job Scope

The Personal Assistant to the Principal is an ongoing fulltime role and ensures that all professional contact with the College community and general public is positive and welcoming; and will ensure the smooth and efficient running of the principal's office.

### Responsibilities

#### Principal

- To present a positive welcome to all members of the College community and public.
- To ensure the smooth and efficient daily running of the office of the principal.
- To maintain strict confidentiality in all matters.
- Sort and date mail addressed to the principal, distributing items to other staff as appropriate.
- Access e-mail addressed to the principal and general College and distribute appropriately.
- Screen telephone calls and visitors to the principal.
- Maintain the Principal's Diary, ensuring that the principal's diary is kept up-to-date and includes events in line with the school Calendar.
- Arrange appointments for parents, staff, members of the school community and visitors to see the principal.
- Administer correspondence including staff references, reports and other documents as requested.

- Type other documents, staff references and reports as requested by the principal.
- Organise the Principal's travel arrangements and arrangements for meetings, etc.
- Organise meetings called by the principal.
- Compilation and administration to prepare Annual Reporting to DOSCEL and other agencies.
- Work with and support other members of the principal team and leadership.
- Other duties as assigned by the principal.

## Meetings

- Organise, attend, and record minutes of:
  - The College Advisory Committee
  - The Leadership Team
  - The Consultative Committee
  - Morning Briefings
  - Emergency Management committee
  - Other meetings as required.
- Administer the monthly distribution of Advisory Committee / Finance Sub-Committee papers takes place in the week before the meetings.
- Attend Leadership Team Meetings and ensure meeting papers and minutes are distributed appropriately.
- Organise and attend the Leadership Strategy Planning Days held off-site each year.
- Coordinate Principal and Deputy Principal Appraisal Reviews.
- Coordinate ARM / TRM meetings as required.
- Organise DOSSPA Conference as required.
- Liaise with finance to administer student departure procedures.
- Administer student suspensions as directed by Deputy Principal - Pastoral and co-ordinate return to school meetings

## Human Resources

- Administer advertising in relevant newspapers, College website and other sites.
- Manage and administer application processes and interview arrangements.
- Coordination of internal staff application process for Positions of Leadership.
- Coordinate the Student Leadership application process.

## Marketing

- In consultation with the Marketing /Enrolments officer assist with updating the school calendar and College website as required.
- Support the College Enrolments Officer/Marketing Officer with Talk and Walk Tours, Primary Feeder School Visits, New Enrolments, and marketing events such as: Open Night, East Gippsland Field Days and other marketing activities.

## Events Management / Administrative Support

**Co-ordinate and support the following events.**

- Presentation Ball.
- Valedictory Dinner.
- Blessings & Official Openings.

- Anzac Day and Remembrance Day Ceremonies.
- Other events as directed.

## Catering

- Organise catering for meetings of the College Advisory Committee, staff, and visitors, as requested by the principal.
- Organise (catering, accommodation, guest speakers, equipment etc.) for Staff Development Days / Staff In-services and Staff lunches/morning teas as directed by the principal.

## Other Duties

- Administration of regular SRC Insight and RCIC Surveys.
- Coordinate the management of the College Board room.
- Coordination, including the travel arrangements for the Salesian College Captains Conference.
- Management of College Honour Boards.
- Attending to community / staff acknowledgements / bereavements / significant events in consultation with the principal.

## Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

## General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend Staff meetings, Mass, and Personal Development days.
- Any other duties as requested by the principal.

## Organisational Relationships

The Personal Assistant has a number of key internal and external relationships.

**Reports to:** Principal.

**Internal liaisons:** Principal, Leadership team, Business Manager, teaching, and non-teaching staff, Marketing and Enrolments Officer.

**External liaisons:** DOSCEL, other Catholic schools within and outside the Diocese, Visitors, and parents.

## Judgement and Decision Making

This role will require problem solving skills that involve the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making.

## Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check.
- Skills to handle confidential information in an appropriate manner.
- Previous experience in a similar role and/or relevant qualifications is highly desirable.
- Excellent skills with MS Office required.
- Experience with synergetic and SIMON database or similar would be an advantage.
- Excellent communication skills both written and verbal, including strong grammar, spelling, attention to detail and minute-taking skills.
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrate initiative and strong problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required.
- A commitment to ongoing professional learning and growth in skills.