



Position Description

TITLE: EXECUTIVE ASSISTANT TO DEPUTY PRINCIPAL - LEARNING AND TEACHING CROSS CAMPUS

Report to: Deputy Principal – Learning and Teaching Cross Campus

Days of Work: Monday to Friday

Hours of Work: 8.00am - 4.00pm

Category: Education Support Category C

The Personal Assistant to the Deputy Principal – Learning and Teaching is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES

Commitment to Catholic Education	<ul style="list-style-type: none">• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none">• 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.• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.• Provide students with a child-safe environment.• Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Provide an exemplary standard of pastoral care to staff, students and parents/carers.

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Duties and Responsibilities	<ul style="list-style-type: none"> • Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>. • Provide executive administrative support to the Deputy Principal – Learning and Teaching. • Develop and maintain relationships with Domain Leaders to ensure their needs and expectations are understood, met and opportunities for improved performance and processes are considered. • Provide curriculum related administrative support to the Senior Years Leader, Middle Years Curriculum Leader and Deputy Principal – Learning and Teaching. • Liaise with the Deputy Principal – Learning and Teaching daily to discuss priorities and upcoming events in a timely manner. • Preparation of documentation, correspondence, communication, and reports as required. • Preparation of award certificates. • Respond to external and internal queries from students, staff, parents/carers. • Communicate with other areas of College in coordination of centralised administrative functions. • Assist and support the Language Domain Leader in enrolling students for external Victorian School of Language (VSL) subjects. • Assist and support the Senior Years Leader in enrolling students for external Virtual School Victoria (VSV) subjects. • Display flexibility in supporting administrative functions, through active participation in such initiatives as rostering to cover other staff for long and short-term leave and short breaks. • Possess a sound knowledge of College policies, procedures, standards, and executive functions, provide the Deputy Principal – Learning and Teaching with information, and support on matters of concern. • Responsible for receipt and maintenance of the Deputy Principal – Learning and Teaching appointments, calendar, and diary commitments. • Responsible for the maintenance and secure storage of all staff confidential files, including employment personnel files and correspondence within the Deputy Principal – Learning and Teaching. • Be welcoming and assist staff/parents/carers, and students with confidential and delicate issues they wish to discuss with the Deputy Principal – Learning and Teaching. • Responsible for the management of inbound telephone calls, enquiries, concerns to the Deputy Principal – Learning and Teaching office. • Responsible for contacting parents/carers as required. • Commit to ongoing professional development. • Be open to researching areas of interest relevant to directions provided in the College Strategic Plan. • May participate in the staff appraisal process. • Contribute to a healthy and safe work environment for yourself and

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	<p>others and comply with all safe work policies and procedures.</p> <ul style="list-style-type: none"> • Demonstrate professional and collegiate relationships with colleagues. • Attend all relevant College meetings and after-hours events, services/assemblies, sporting events, mass, community, and faith days and professional learning opportunities. • Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated experience working in an executive role. • Proven experience in business management, accounting, or a similar field, and experience in an accounting or administrative office environment. • Extensive knowledge of HR processes and management. • Demonstrated experience in the use of ICT. • Demonstrated ability to work autonomously as well as collaboratively in a team. • Demonstrated ability to maintain complete confidentiality and discretion. • Demonstrated excellent oral and written communication skills, including the ability to communicate with students, parents/carers, and the College community. • Demonstrated capacity to participate in a range of College activities, e.g. sacramental programs, liturgies, excursions. • Exhibit self-motivation and confidence with an ability to build capacity in others. • Demonstrated ability and willingness to accept policy directives.

	<ul style="list-style-type: none"> • Demonstrated highly effective time management skills. • Demonstrated ability to prioritise and work under pressure. • Demonstrated extensive knowledge of modern school office processes and management. • Demonstrated proven organisational skills and the ability to multi-task. • Demonstrate extensive knowledge in Adobe PDF, Microsoft Outlook, Excel, and Word. <p>Essential:</p> <ul style="list-style-type: none"> • Previous experience working in a school environment • Knowledge of VASS and ICON databases, highly desirable • Working with Children Check. • National Police Check. • CPR qualifications (training provided).
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