

Personal Assistant to the Assistant Principal: Head of Junior School



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Personal Assistant to the Assistant Principal: Head of Junior School
Terms:	Permanent – 37.5 hours per week 40 weeks per year
Commencement Date:	20 January 2025
Classification:	Education Support Officer Administration Stream Grade 3 Year 1
Responsible to:	Assistant Principal: Head of Junior School

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Personal Assistant is to work under the direction of the Assistant Principal: Head of Junior School. The Personal Assistant must at all times promote and represent the College in a friendly, enthusiastic and professional manner.

The Personal Assistant's prime responsibility is to ensure the smooth and efficient operation of the Junior School Reception which supports the Assistant Principal: Head of Junior School.

Key Responsibilities and Expectations

Personal Assistant and Reception Services

- establish and maintain a welcoming atmosphere in the Junior School Reception area.
- act as the first point of contact for the Junior School, welcoming visitors in a helpful, friendly and professional manner.
- answer and direct all internal and external telephone calls in an efficient and professional manner.
- screen all enquiries from staff, students, parents and the public (eg phone calls, visitors, etc) for the purpose of taking appropriate action and/or directing to appropriate staff.
- maintain the visitor register for the Junior School, ensuring that all visitors sign in appropriately and are given a visitor identification badge or carry some form of visual identification that meets the College requirements.
- organise interview appointments for the Assistant Principal: Head of Junior School, as directed by the Admissions Manager.
- assist in administration tasks required for Junior School events, camps and other activities.
- liaise with staff, parents and external stakeholders to ensure event details are communicated effectively.
- oversee logistical arrangements at the Junior School, such as room bookings, catering requirements and equipment set up for events.
- proofread and format documents and presentations for the Assistant Principal: Head of Junior School.
- facilitate communication between the Assistant Principal: Head of Junior School and faculty, staff, students and parents.
- manage ordering of supplies and equipment, ensuring all staff go through the correct procedures and approvals.
- ensure the Junior School Reception area maintains a professional image.
- communicate with other Administration staff when the Reception area in the Junior School is going to be unmanned and ensure that a back-up person has taken responsibility for the area during the absence of the Personal Assistant.
- attend professionally to emails received to the College Junior School inbox, ensuring that protocols are followed in relation to the management of such email.
- maintain the telephone and voicemail system, assisting with enquiries and ensuring appropriate voicemail messages are recorded for various situations (ie absences, emergencies and reporting faults).
- check answering machine for all messages left overnight and pass on to relevant parties.
- respond to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.
- welcome and give assistance to prospective parents.
- engage in reflective reviews with your line manager.
- maintain care and follow up of Lost Property items.

- photocopy as directed by the Assistant Principal: Head of Junior School;
- provide morning tea and lunchtime relief for College Nurse
- other duties as directed by the Assistant Principal: Head of Junior School

Mission and Ethos

- know, accept, embody and develop the Loreto mission and values.
- have a commitment to, and clear understanding of the Loreto charism of Mary Ward.
- fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- role model Christian values in all dealings with students, staff and parents.
- maintain confidentiality at all times and demonstrating high professional standards within the College and community.
- provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans.
- support and uphold the College's policies and procedures and the Safeguarding Children and Young People Code of Conduct.
- undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy.

Person Specification – Essential Criteria

Personal Qualities

- Well-developed interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to prioritise tasks, use knowledge and initiative and to problem solve promptly
- Proactive and able to anticipate needs.
- Flexible and adaptable to changing priorities
- Professional demeanour and positive attitude
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills together with resourcefulness and initiative to manage multiple priorities

Essential Qualifications

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

October 2024

Applications

Applications for the position of Personal Assistant to the Assistant Principal: Head of Junior School should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- All applicants will be required to undergo a Working with Children check and complete the Responding to Risk of Harm, Abuse and Neglect- Education and Care training and First Aid training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Friday, 1 November 2024