



Nagle College Bairnsdale

Position Description

Position: Personal Assistant to Executive Strategic Leadership Team
Reports to: Principal
Classification: Education Support - Category C, Level 3
Employment Status: Ongoing/Full time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

Job Scope

The Personal Assistant to the Executive Strategic Leadership Team is an ongoing full-time position located at Nagle College Bairnsdale. The role works closely alongside the Executive Assistant to the Principal and ensures a positive working environment.

Key Accountabilities

Executive Strategic Leadership Team

- Calendar management for Executive Strategic Leadership Team including arranging internal and external meetings, travel arrangements and ensuring calendars are kept up to date and includes events in line with the school calendar
- Assist in the preparation and drafting of presentations and other correspondence as required.
- Support the Executive Strategic Leadership Team by providing assistance with their functions and responsibilities complying with administrative requirements
- Event management and provision of support for Executive Strategic Leadership Team initiated events including start-of term arrangements and other whole school events
- General administration duties include minute taking, preparation of documents, maintenance of files and confidential records.
- To maintain strict confidentiality in all matters.
- On behalf of Executive Leadership Team arrange appointments for College stakeholders and visitors.

Meetings

- Organise, attend, and record minutes of:
 - Executive Strategic Leadership Team
 - Morning Briefings
 - Other meetings as required.
- Backup to the Executive Assistant for Nagle College Advisory Committee
- Back up to the Executive Assistant for Nagle College Consultative Committee
- Attend Leadership Team Meetings and ensure meeting papers and minutes are distributed appropriately.
- Work with the Executive Assistant to organise and attend the Executive Strategic Leadership Team Planning Days held off-site
- Work with the Executive Assistant to organise conferences as required.

Marketing

- In consultation with the Marketing /Enrolments officer assist with updating the school calendar and College website as required.
- In consultation with the Marketing /Enrolments officer assist with enrolment events and procedures

Other Duties

- Take a leading role in Co-ordinating and supporting key College events
- Oversee event catering and necessary hospitality for College events and visitors

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.
- Maintain strict confidentiality with all school business and personnel matters.
- Attending as required, school functions and events, as appropriate or as directed.
- Perform, in an acting capacity, the role of the Executive Assistant to Principal in their absence.
- Carry out all other duties as directed from time to time by the Principal.

Organisational Relationships

The Personal Assistant to the Executive Strategic Leadership Team has a number of key internal and external relationships.

Reports to: Principal

Supervises: No direct reports

Internal liaisons: Principal, Executive Strategic Leadership Team, Compliance Officer, Human Resources Manager, Assistant Business Manager, students, volunteers and teaching and other Education Support Roles

External liaisons: VCEA, DOSCEL, other Catholic schools within and outside the Diocese, suppliers and service providers, parents, government departments and agencies.

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

Possessing the following skills and competencies are critical to being a successful Personal Assistant at Nagle College and therefore form the basis of our key selection criteria.

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- 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
- Well-developed interpersonal and conflict resolution skills which foster and support a collegial working environment

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check

Vision Statement

"I have come that they may have life, and have it to the full" John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life.