



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

PERSONAL ASSISTANT TO THE DEPUTY HEAD AND HEAD OF SENIOR SCHOOL

CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

Position:	Personal Assistant to the Deputy Head / Head of Senior School
Reports to:	Deputy Head / Head of Senior School
Type of position:	Casual (holiday cover: 5 Feb – 23 Mar 2018)
Date prepared:	December 2017

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”.

CGS VALUES

Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The Personal Assistant will provide high level executive and administrative support to the Deputy Head / Head of Senior School. They are required to exercise judgement and have a reasonable autonomy in the day-to-day administrative and executive support tasks assigned. The position acts as a pivotal point of contact for a variety of internal and external stakeholders. The role is required to exercise discretion and maintain confidentiality at all times.

Key Responsibilities

- Effectively and proactively coordinate the day to day activities of the Deputy Head including diary management, meeting preparation and coordination, prioritisation of activities, liaising with stakeholders and initiating follow up action on behalf of the Deputy Head
- Proactively administer the Deputy Head's generic inbox and phone messaging, actioning items on behalf of the Deputy Head and proactively scheduling meetings, and prioritising urgent issues
- Draft presentations and replies to correspondence
- Effectively manage and maintain office systems
- Assist in preparing and formatting information for internal and external distribution. This may include emails (and occasionally letters), compiling data, proofreading and other information and document preparation duties.
- Organise and co-ordinate travel arrangements, transport and accommodation as required for the Deputy Head
- Preparing file notes, correspondence, editing and proofing documents in line with the School's standards and style guide including the composition of appropriate responses, when required
- Provide administration support as and when required to the Director of Teaching

Other Duties

- Perform various other administrative duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Deputy Head / Head of Senior School
- Heads of House
- SS Tutors
- Personal Assistants to the Headmaster and Business Manager, Middle School and Junior School
- Student Records Office
- ITC
- Library
- Student Services Officer
- Foundation/Development Office

- Accounts Department
- All CGS Staff and Students
- Human Resources

External

- Parents
- Parent bodies
- Community in general
- Diary supplier
- Year 12 Hoodies supplier

Direct Reports

- NA

Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

POSITION REQUIREMENTS

Knowledge & Skills

- Two years ***minimum*** Executive Assistant experience supporting senior executives in a fast-paced environment is essential, preferably within a School
- High level interpersonal, written and oral communication skills
- Ability to analyse issues, coordinate tasks and set priorities
- Exceptional organisational and time management skills
- Proficient in the Microsoft Office suite of products, particularly Word, Excel and, to a lesser degree, InDesign
- Data processing and entry skills
- Excellent telephone manner

Qualifications

- A current Working with Children Check essential
- Current Police Check essential
- Relevant Tertiary Qualifications (Business / Office Administration) advantageous

Competencies, Behaviors & Attributes

- High level of tact, independence, people skills and ability to maintain confidentiality
- Operates effectively in a collaborative team environment
- Effectively work and collaborate with a variety of personalities and stakeholders, have initiative and be able to make informed decisions
- Shows a strong commitment to deliver exceptional service
- Presents a professional, positive, warm and welcoming persona
- Empathetic
- Creative and Engaging
- Ability to take initiative within prescribed limits
- Proactive and self-starting, taking responsibility for own actions
- Ability to handle challenging situations in a sensitive and highly confidential manner
- Shows initiative and is solutions oriented
- A high level of discretion and confidentiality at all times
- High standard of accuracy and attention to detail
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate CGS's workplace values.

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School’s Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School’s policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____(full name) acknowledge that I have read and understand the **Personal Assistant to the Deputy Head & Head of Senior School** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ **Date:** _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ **Date:** _____

HR Manager Name (print): _____

HR Manager Signature: _____ **Date:** _____