ROLE DESCRIPTION
PERSONAL ASSISTANT TO DEPUTY PRINCIPAL

Preamble
The Personal Assistant to the Deputy Principal is appointed by the Principal and is directly responsible to the Deputy Principal. This is a fulltime position.

Qualities Required
1. Friendly and warm disposition.
2. Welcoming and helpful personality.
3. Ability to interact well with staff, parents and students.
4. Ability to work under pressure and meet deadlines.
5. Loyalty to the College and its staff.
6. Ability to work flexibly across a two campus environment.
7. Willingness to maintain strict confidentiality.

Skills Needed
1. Excellent interpersonal and written communication skills.
2. Excellent ICT skills (including the suite of programs in Microsoft Office) and ability to use the Synergetic Operating System.
3. Strong organisation skills.
4. Very good understanding of the operations of a secondary school.
5. Ability to administer First Aid (Current First Aid Level II).

Duties of the Secretary to the Deputy Principal
- Provide general secretarial support to the Deputy Principal.
- Assist with the administrative aspects of the Appraisal process.
- Use of the Human Resource module of Synergetic as appropriate.
- Provide general secretarial support to one of the House groups.
- Assist with secretarial support for the Ministry Team and the Development Office as directed by the Deputy Principal.
- Assist with the liaison with Priests.
- Ensure that mail and deliveries to a specified House are timely.
- Assist with the mail-out of correspondence to families.
- Assist with the administration of Student Teachers.
- Assist with the administration of Casual Relief Teachers.
- Assist in the preparation of correspondence to staff.
- Liaison with catering staff/organisations in relation to special events, panels and other functions.
- Assist with the administration associated with VIT regulations.
- Assist with the convening of panels for the appointment of staff.
- Assist with the administration needs of various committees associated with the Deputy Principal e.g. Fathers’ Committee, Ladies’ Auxiliary, Art Show Committee.
- Managing the diary of the Deputy Principal.
• Assist with the compiling of compliance requirements and the preparation of reports.
• Assist with aspects of the organisation of secretarial staff as appropriate.
• Be assigned to various other school officer duties as appropriate and/or required.
• Other duties as directed by the Principal or Deputy Principal.

Key Performance Indicators
• Completion of duties in a professional and timely manner with a high degree of accuracy.
• Demonstration of team work.
• Responding effectively to constructive feedback.
• Participation in an appropriate professional development plan.
• Successful annual review and cyclical appraisal.

Terms and Conditions
Salaries and conditions are set by the Victorian Catholic Education Multi Enterprise Agreement 2013. The position is Category C. The sub-division accords with the level of experience.

A probationary period of 6 months applies to this position.

The position reports to the Deputy Principal. The appointment is subject to annual review and cyclical appraisal processes.

Hours will total 38 per week with a 30 min lunch break. Hours will be worked out in consultation with the Deputy Principal and will usually range from 8.00am to 4.00pm however some flexibility may be required from time to time.

Revised February 2015