



**KNOX GRAMMAR SCHOOL**

## **ROLE DESCRIPTION**

# **PERSONAL ASSISTANT TO THE DEPUTY HEADMASTER & DIRECTOR OF STUDENTS (KNOX PREP SCHOOL)**

## **TERM TIME + 3 WEEKS**

### **ROLE PURPOSE**

The primary function of the Personal Assistant to the Deputy Headmaster & Head of Students is to provide senior secretarial and administration support to the Deputy Headmaster and Director of Students and to assist with administration tasks to the Student Support Management Team at the Prep School.

The incumbent will be expected to use their initiative to work closely with key stakeholders and the Student Support Team, to prioritise and act on urgent issues requiring attention, monitor deadlines, ensure the accuracy of communication, and develop and implement systems that ensure the smooth functioning of the office of the Deputy Head of Prep and his team.

The effective execution of this role will require effective decision making skills, superior initiative, confidentiality, strict deadlines, workload prioritisation, time management, organisational and excellent computer and communication skills.

### **ROLE RELATIONSHIPS**

The Personal Assistant to the Deputy Headmaster and Director of Students reports directly to the Deputy Headmaster, Director of Students and the Personal Assistant to the Head of Prep. This Position will provide assistance to The Student Management Team under the direction of the Deputy Headmaster and Director of Students. As with all School employees, the incumbent is ultimately responsible to the Headmaster.

The position will engage with Knox Grammar School staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

- Working closely with the Deputy Headmaster, Director of Students and Members of the Student Management Team.
- This position calls for a person with a passion for the highest level of service.
- This office engages all members of the Knox Grammar School Community with an inclusive, courteous and service-orientated disposition.
- The person will have contact with Parents and students and the wider community.

## ROLE RESPONSIBILITIES

- The Personal Assistant will manage the Deputy's and Directors calendar's.
- Provide excellent time management skills to ensure the Deputy Headmaster and Director attends all necessary meetings and is appropriately prepared.
- Initiate and contribute to quality improvement activities such as process and administrative systems improvement, policy administration, and document control.
- Provide a high level of administrative, secretariat, and organisational support to Deputy Head, Director and the Student Management Team.
- Prepare Agendas and minute taking for all meetings.
- Prioritise all incoming mail (physical and electronic) referring this for preparation of response when necessary.
- Provide trusted and confidential support to the Deputy and Director as required.
- Drafting correspondence.
- Assist in organising events hosted by the Deputy Headmaster and the Director, including the annual Positive Education Conference.
- Maintain and update the Handbooks produced from the Deputy's office.
- Produce the annual Student Diary.

### School Calendar / Planning

- Maintain and manage the Prep School Calendar on the schools website.
- Produce and maintain the Prep School Master Calendar on a daily basis, this will require communication with Senior Executive and the wider planning committee and all staff.
- On a weekly basis produce the daily run sheets for information to management, property, catering, cleaning, security, KSA (Knox Sports Academy), and KAPA (Knox Academy of Performing Arts).

### Administration of the School Excursion Process

- Liaise with the appropriate staff to negotiate suitable dates for excursions and tours.
- Ensure all excursions are on the calendar.
- Collating and checking the Activity proposal forms and documents (RAMPS).
- Assisting the activity co-ordinators with the parent consent letters and other excursion organisation requirements.

- Ensuring student attendance lists are produced and disseminated, both before and after the excursion.
- Provide excursion information to the finance team for billing and payments.
- Maintain the storage of excursion and tour documents.

### General Administration

- Manage the school photograph process. Liaising with Melba studios, manage and collection of photo names and scheduling this information. Liaise with the communications team to ensure all the photos are correctly named to be included in the school publications.
- Manage the distribution of keys to staff in liaison with the property department. Maintain the staff key register.
- Collaborate with the Deputy Head of Prep on the Emergency Evacuation procedures and maintain the 'Duty Card' system.
- Liaise with the Department of Health for clinic dates and contact person for NSW Health regarding the school vaccination program. Manage the vaccination clinic program in liaison with the appropriate staff.
- Assist the Deputy and Director in managing the casual teacher list and making calls when necessary to cover absences.

### Leadership

- Demonstrate the ability to support the vision of the School and to embrace the changes that enable the vision.
- Demonstrate alignment of values and goals with those of the School.
- Act with integrity and be accountable for outcomes contributing to the reputation and success of the Deputy and Director.
- Champion the delivery of excellence in School support services as it is integral to the reputation and ongoing success of the School.

### Information Management

- Coordinate accurate responses to correspondence on behalf of Deputy and the Director.
- Receive, track and report on the status of strategic items ensuring that appropriate timelines are met.
- Maintain the records of the office of the Deputy and Director, filing and other documentation as required.
- Assist in monitoring compliance that ensures communications are consistent and appropriate.
- Demonstrate high level of experience in Microsoft Office suite (Word, Excel, Adobe Acrobat, Adobe InDesign and PowerPoint), email and electronic diary management, and electronic document and record management systems.

## Teamwork and Communication

- Demonstrate a willingness to work positively and proactively within a team to achieve team goals and work in collaboration with colleagues, other support staff, the Deputy, Director and the wider Student Management Team.
- Support the Deputy and Director in managing and communicating with the Student Management Team, all staff, parents and students as well as the broader School Community.
- Support the Deputy and Director in developing and maintaining relationships with senior staff of the School and other stakeholders on a regular basis by ensuring that communication is timely, accurate and of high quality.

## Skills, Knowledge and Attributes:

- Maintain a sound knowledge of the School's structure, functions, policies and processes, in order to be able to offer high level executive support.
- Able to balance conflicting priorities and negotiate workable solutions and timeframes with staff.
- Able to exercise sound judgment in determining work priorities.
- Able to deal tactfully, compassionately and confidentially with the school students, parents and staff whilst balancing their needs with the Deputy and Director's time priorities.
- Able to meet deadlines efficiently and accurately and provide quality administrative services in a time sensitive, high-volume work environment.
- Able to develop a high level of trust and maintain confidentiality.
- Effective relationship building skills across all areas of the School.
- Excellent organisational skills.
- Demonstrated problem solving skills with the ability to think logically in a busy environment.

## WORK HEALTH & SAFETY

The Personal Assistant to the Deputy Headmaster and Director of Students will be an active member of the Work Health and Safety Committee and attend all meetings, and actively support and contribute to the maintenance and development of a safe working environment:

- To report incidents or accidents to the appropriate staff as soon as possible.
- To be proactive in reporting WH&S issues.

## APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Personal Assistant to the Deputy Headmaster and Director of Students will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

## TERMS AND CONDITIONS

The incumbent is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement.

The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The Personal Assistant to the Deputy Headmaster and Director of Students will stand down during the School holidays with the exception of one full week after the end of term four and two full weeks prior to the commencement of Term one each year.