POSITION: Personal Assistant to the Associate Head (Innovation and Learning)

REPORTS TO: Associate Head (Innovation and Learning)

ABOUT ST MICHAEL’S GRAMMAR SCHOOL
St Michael’s Grammar School (St Michael’s) is a co-educational, independent, Anglican school in St Kilda, Australia, delivering learning programs from Kindergarten (MTH) to Year 12. A rich and full picture of the School can be found at https://www.stmichaels.vic.edu.au/

OUR WAY OF DOING, BEING & BECOMING
At St Michael’s, we believe that when we model and sustain appropriate behaviours and have high expectations, we positively influence others and improve our own lives. All at St Michael’s are expected to conduct themselves in an authentic way that is aligned to our Way of Doing, Being and Becoming. These are our values in action and are an explicit demonstration of what is core to the values of St Michael’s.

COMMUNITY EXPECTATIONS
At St Michael’s, whatever your role, you are directly contributing to the teaching, learning and caring that our students experience and are directly or indirectly involved in optimising outcomes for students. As an integral part of every role, all staff are expected to engage with the broader School community. This provides a number of mutual benefits including a sense of belonging, understanding how personal contributions impact the School and builds a broader understanding and valuing of the different areas of the School.

KEY PURPOSE
The key purpose of this role is to provide high level, effective administrative support to the Associate Head (Innovation and Learning) and Organisational Development areas, and to manage implementation and coordination of learning and development projects.

KEY OUTCOMES
The outcomes are the high level expectations of the role that the School expects to be achieved. These are the things that will be visible should the person in the role be operating effectively.

- The work of the Associate Head (Innovation and Learning), Organisational Development Manager and other staff within the area is well supported in a timely, professional and effective manner.
- Administrative systems and processes support and enable the work of the SLT and the Professional and Parent Learning of the School.
- Ensure contemporary, effective and efficient administrative systems and processes are regularly reviewed for improvement and meet evolving School needs.
- Work produced is of a high and professional quality with demonstrable attention to detail.
- Collaborative working relationships are evident with other members of the K-12 Administrative team and other team members are assisted as required, ensuring the smooth operation of the School.
- Professional and productive relationships are developed and maintained with students, parents and staff.
• An awareness of, and promotion and observance of St Michael’s values and philosophy is clearly visible and demonstrable.
• An active involvement in the St Michael’s Community is demonstrated with participation in a range of school events.
• Staff, student and parent queries are responded to in a prompt, accurate and professional manner.
• Well-documented procedures exist for short or long term succession for the role.
• High levels of confidentiality are maintained around relevant work. All sensitive and confidential matters are handled discreetly and in a diplomatic manner.

KEY RESPONSIBILITIES
Position descriptions are not intended to outline a list of all tasks that the role is required to do. We trust our staff to achieve the key outcomes of the role, and how they achieve these outcomes will inform the total and evolving responsibilities of the role. Some of the key current responsibilities include:

• Provide high level administrative support to the work of the Associate Head (Innovation and Learning) including diary management, document and report production, correspondence, travel arrangements, committee/team support, responding to queries, and general administrative and office management tasks.
• Assist with the preparation and ongoing monitoring of the area’s Budget.
• Event management including coordination and evaluation of a range of learning and development events/programs/activities such as Ziebell, Staff Learning Days, Parent Learning and other programs/activities as required.
• Undertake School Calendar entries relevant to the work of the Associate Head (Innovation and Learning).
• Assist with the development and maintenance of polices and publications relevant to the work of the Associate Head.
• Facilitate Professional Learning and Development (PL&D) Applications and maintain relevant P/L records.
• Administratively support the work of the Organisational Development Manager when necessary and undertake specific projects for the Associate Head (Innovation and Learning) including project management and administration support.
• Administratively support the Seeing Learning processes/program.
• Manage PL&D communications with new and existing staff
• Develop and administer PL&D surveys and communication as required.
• Administratively support the School’s coaching processes/program including tasks around PL&D plans.
• Maintain the PL&D and Parent School pages.
• Support the Associate Head (Innovation and Learning) in implementation of relevant AITSL requirements.
• Administratively support any PL&D software used by the area/School.
• Organise external visits to the School in relation to PL&D where appropriate.
• Manage School subscriptions to Professional Associations.
• Ensure an up to date and comprehensive systems and practices manual is maintained for the role/area.
• Understand and comply with the School’s Child Safety standards, undertake regular training and respond according to the School’s policy and procedures.
• Participate in relevant school events, such as Speech Night.
• Assume allocated roles in the school’s emergency response structures if requested/required.

KEY RELATIONSHIPS
• Associate Head (Innovation and Learning) – the Personal Assistant to the Associate Head (Innovation and Learning) reports to this position
• Organisational Development Manager
• School Leadership Team (SLT)
• Personal Assistants to the SLT
• All staff at the School
• Broader School Community

ESSENTIAL CHARACTERISTICS, QUALITIES & SKILLS
• Substantial relevant experience and successful performance, in providing support at a senior level preferably in the education, not-for-profit or service sectors in a personal assistant or support role.
• A demonstrated knowledge of secretarial and administrative processes (eg: formulation of correspondence, diary management).
• Demonstrated event management experience.
• Exceptional organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently balance a number of competing priorities.
• Alignment with, and actively supports, the School’s ethos, vision and values.
• Possesses a demonstrable commitment to enabling students and staff (K-12) to flourish.
• Has a strong moral and ethical compass and cultivates credibility & honesty. Demonstrates a high level of confidentiality and discretion.
• Sound understanding and ability to implement effective and efficient manual and computerised office systems and processes. A demonstrated knowledge of administrative processes and databases.
• Highly developed computer skill and literacy, with intermediate skills in MS Office: MS Outlook, MS Word and MS Excel and MS PowerPoint.
• An ability to translate, format and present information in a simple, clear, accurate, logical and succinct manner.
• High level written and verbal communication skills.
• Good English language skills including grammar, spelling and punctuation.
• Exceptional telephone technique and ability to diplomatically and assertively ascertain caller’s query or request and resolve query or re-direct call.
• Possesses a positive outlook, exceptional interpersonal and communication skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships.
• Invigorated by learning and is a continuous, autonomous learner who makes visible their own learning.
• Critical thinker who is curious, questioning and open to new possibilities.
• Possesses an ability and willingness to work collaboratively with other staff on a range of issues.
• Demonstrated ability to work both autonomously and within a collaborative, high performing team environment.
• Displays enthusiasm and initiative – has a high achievement drive and acts in a self-directed way.
• Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.

QUALIFICATIONS / REGISTRATIONS
• Post-secondary study in business administration or related areas and/or comparable on the job experience.
• A minimum of 5 years demonstrated experience in a similar role, with a record of delivering exceptional customer service to both internal and external stakeholders.
• Must hold a current Working with Children Check or willing to obtain.
• National Police History Check (Obtained within the last 6 months)

PHYSICAL CAPABILITIES
• Sitting (Frequent 34-66%)
• Talking (Frequent 34-66%)
• Listening (Frequent 34-66%)
• Standing (Occasional 1-33%)
• Walking (Occasional 1-33%)
• Steps / stairs (Occasional 1-33%)
• Reaching above shoulder height (Occasional 1-33%)

Position descriptions may be amended by the School to meet the changing needs of the School.