



## Position Description

<b>Position:</b>	Principal's Personal Assistant
<b>Department:</b>	Admin
<b>Responsible To:</b>	Principal
<b>Engagement Type:</b>	Permanent, Full Time, 40 hours per week
<b>Supervisory Responsibilities:</b>	N/A
<b>Purpose:</b>	To provide personal assistance to the Principal, and Senior Leadership Team; be Secretary to the WHS Board; liaise with media and provide some communications support; provide some event support; be the school's Returning Officer when required.

## KEY RESPONSIBILITIES/JOB DUTIES

- Principal's PA - responsible for secretarial and administrative support to the Principal, including: emails, calendar, incoming calls, incoming and outgoing correspondence, travel, welcoming and hosting visitors; including complete confidentiality as appropriate.
- Meetings - responsible for taking the minutes, and supporting meetings as required.
- Board - Secretary, responsible for taking the minutes and circulating Board papers, organising and supporting meetings, assisting Board members as required; including confidentiality as appropriate.
- Returning Officer - as required, including Board, Staff and Student Representative elections.
- Communications - responsible for liaising with media on behalf of the Principal, assisting with website management and social media, and other communications support as required.
- Events - support for some events and functions as required.
- Teacher Registration and Practising Certificates - support renewal process.
- Senior Leadership Team - administrative support and assistance as required.
- Other tasks as required.

**Hours of work:** As this is a full-time salaried position, the hours will be those required to complete the tasks, based on 40 hours per week. Therefore the following hours of work are indicative only: School days - 0800 to 1630, School holidays - by negotiation.

Leave will be as set out in the Collective Agreement and as provided by the legislation. Holidays are to be taken at times mutually agreeable to the employer and employee, and the position is such that they will need to be taken during the school holidays.



## Competencies/Attributes

- Strong Google Suite or MS Office skills essential
- Effective oral/written communication skills essential
- Essential personal attributes:
  - Accuracy and attention to detail
  - Flexible approach to work
  - Ability to work under pressure and to tight deadlines
  - Ability to work in a team
  - Ability to follow guidance and instruction
  - Privacy and confidentiality protocols adhered to
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders

*Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.*