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|  | **Wellington College****Te Kāreti Tamatāne o Te Whānganui a Tara****Executive Assistant to the Principal** |

**Position:** Executive Assistant to the Principal

**Responsible to:** Principal & Business Manager

**Working relationships:** Principal, SLT, Board of Trustees, staff, students, parents & whanau

**Status:** Full-time, 40 hours per week, 52 weeks each year

(includes monthly evening Board meetings)

*Please refer to Clause 3.5 Job descriptions of the* [*Support Staff Collective Agreement*](http://www.education.govt.nz/school/running-a-school/employing-and-managing-staff/collective-agreements/support-staff-in-schools-collective-agreement/part-3-remuneration/)

**Purpose of the position**

* To support the work of the Principal & the Senior Leadership Team, through day-to-day administration, event management, human resource administration & communications.
* To provide administrative & secretarial support to the Wellington College Board of Trustees.

**Wellington College – Te Kāreti Tamatāne o Te Whanganui a Tara**

Wellington College is a progressive school for 21st century boys which values belonging and is connected to the past. We have a proud history of outstanding academic achievement and a remarkable record of national success in both sport and in the performing arts.Our community’s aspirations are summarised through our COLL values (Community, Oranga, Learning Together & Leadership). They provide a focus for our work as we serve others, develop leadership and care for each other as we learn together.

**Key Tasks**

**Principal and Senior Leadership Support**

* To support the Principal’s leadership of the school with a range of administrative & logistical tasks
* To maintain the Principal’s schedule & organise appointments as appropriate
* To proactively manage incoming correspondence, phone calls, emails & enquiries from throughout the school community
* To liaise with the Ministry of Education including the submission of specific files and data through Ministry portals
* To organise the Principal’s travel, conference, airline & accommodation reservations
* To organise functions and events on behalf of the Principal & the Senior Leadership Team
* Take notes at morning staff briefings & circulate across staff
* To liaise, on behalf of the Principal, with The College Parents, The Old Boys’ Association & other Wellington College community groups
* To assist the Principal & other senior leaders with the organisation of prizegivings & other significant school events.
* Provide secretarial support to the Wellington College Foundation

**Secretary to the Board of Trustees**

* To provide administrative, secretarial and logistical support to the Board of Trustees
* To coordinate the agenda and collate and distribute papers for Board meetings
* To take the minutes at Board of Trustees meetings & distribute to Board members
* To update Board policies
* To take Returning Officer responsibilities for the annual Student Representative election

**Human Resource Administration**

* To manage the administrative tasks associated with staff appointments, including coordinating job descriptions, advertising positions, receiving applications, liaising with candidates, scheduling interviews, & post-appointment correspondence
* To prepare & update all teaching staff contracts
* Produce appointment letters, with reference to the applicable collective agreement

**Communications**

* To manage & update the Wellington College website
* To support the Principal with his weekly communications with parents & whānau
* Create & publish content for the school’s social media platforms

**Personal Qualities**

The successful candidate will be a highly efficient administrator, digitally capable, with superior interpersonal skills. They will be collaborative and enjoy working in a busy and unpredictable environment. They will enjoy collaborating with young people, and build, develop and maintain respectful professional relationships across the school. They will maintain confidentiality at all times. We expect all of our staff to act with integrity and to use the school’s values as a framework for their relationships, work and personal growth and development.

**Equal Employment Opportunities**

Wellington College is committed to providing equal employment opportunities for all our staff members.

**Declaration**

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| Approved by: |  |
| Date approved: |  |
| Reviewed: |  |
| Appointee: |  |
| Date appointed: |  |