

## PERSONAL ASSISTANT TO HEAD OF JUNIOR SCHOOL

<b>Commencement Date</b>	January 2020
Status	12 month Contract (Job Share)
<b>Employment Fraction</b>	0.34 FTE (15 hours a week / 41 weeks per year)
<b>Area of Appointment</b>	Junior School Office
<b>Position Reporting to</b>	Head of Junior School

### **The School:**

Wilderness School is a non-denominational girls' school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the Values and the reputation of the School and community. Staff members are expected to show a commitment to:

- Conducting their relationships with respect and kindness;
- Demonstrating high behavioural, moral, ethical and professional work standards;
- Working together to successfully manage change.

### **Job Purpose:**

The primary purpose of this role is to ensure that the Head of Junior School is provided with executive administrative services to support all daily activities and project initiatives.

This role also coordinates, on behalf of the Head of Junior School that all teaching and support staff within the Junior School have access to any required resources to fully support and assist specific curriculum requirements, activities, project initiatives and/or special events.

### **Key Areas of Responsibility:**

#### **Timetabling**

- As required, assisting the Head of Junior and Head of Senior School with the Junior School timetable preparations.
- Liaise closely with the Registrar to ensure all new enrolment information and/or enrolment changes are advised on behalf of the Junior School.

#### **Curriculum Support**

- Assist the Head of Junior School in the preparation of student materials to support any curricular initiatives and projects. This may also include the preparation of professional learning materials for workshops developed and/or supported by the Head of Junior School.

## **Office Administration**

General administrative duties will include, but are not limited to:

- Maintain the Head of Junior School daily diary and calendar appointments – action and advise appointment clashes and ensure achievable timing between meetings.
- Manage the Head of Junior School files.
- Distribute relevant Junior School communications as required including Junior School mail collection once daily.
- Preparation of Agendas and accompanying documentation for all meetings chaired or attended by Head of Junior School.
- First point of contact for phone and email messages in relation to all staff and students of the Junior School.
- Responsible for coordinating and advising Absentee listings daily.
- Assist in the preparation and coordination of any special events for the Junior School.
- As required, provide administrative assistance to the Junior School staff.
- Coordinate the stock requirements for all stationery, photocopy and classroom resource requirements for the Junior School.
- Create and update spread sheets for annual Junior School student prizes, awards and listings.
- Monitor deadlines and printing of end of term reports for Junior School in liaison with the Head of Junior School.
- In liaison with Head of Middle School, coordinate relief teachers for the Junior School as requested, and assist where required, in the coordination of the ELC relief process.

## **Qualifications, Skills and Experience:**

### **Essential**

- Extensive experience working in an equivalent role;
- Outstanding technical and administrative skills;
- Excellent interpersonal skills including the ability to relate effectively and confidentially to staff, parents and students;
- Highly developed organisational skills and the ability to meet changing deadlines;
- Proven capacity to operate in a collaborative, professional, confident and confidential manner;
- High attention to detail;
- Advanced levels of ICT technology skills and experience in the suite of Microsoft and database software;
- Evidence of ethical behaviour in all professional duties.

### **Personal Qualities:**

- Ability to work autonomously and also as a team player.
- Demonstrate a welcoming and mature approach with warmth and empathy towards the needs of prospective parents, staff, students, Council members and our School community.
- Demonstrate initiative and be self-motivated to handle a busy work environment and be able to multi-task whilst keeping a calm approach.
- Ability to build strong and trusting relationships.
- Maintain a flexible, adaptable and resourceful approach to work in order to effectively meet the varying and challenging demands of this role.

### **Other**

Some additional out of hours work may be required.