



POSITION DESCRIPTION – Executive Assistant to the Deputy Head

ORGANISATIONAL RELATIONSHIPS

This position reports directly to the Deputy Head/Head of Senior School and has key internal relationships with other Senior Staff. Liaison with all staff, students, parents and members of the School community occurs on a daily basis.

KEY RESPONSIBILITIES

This position requires outstanding skills and the ability to undertake high level executive support for the Deputy Head, maintaining efficient and effective work practices to facilitate their ability to fulfil the role. As an interim measure prior to their office relocation, this position will provide some support for the Head of Middle School.

Essential Skills

- A high level of initiative together with outstanding presentation and communication skills
- Maturity, discretion and the ability to maintain confidentiality at all times
- Well-developed interpersonal skills
- The ability to work under pressure to meet deadlines
- Professionalism of the highest standard
- The ability to manage and work in harmony with other staff and set a high example for other staff members
- Willingness to be flexible to meet the demands of the position
- Advanced computer and information technology skills, particularly Microsoft Office, and knowledge of Synergetic (not essential)
- The ability to work autonomously and manage tasks and projects from conception to completion

DUTIES

1. Deputy Head/Head of Senior School (and Head of Middle School temporarily)

- Effective and high level management of electronic diaries
- Tactful and diplomatic oversight and screening of appointments
- Attending to telephone enquiries from staff, parents and the wider School community
- Confidential, discreet and appropriate assistance to members of the School community and others
- Constant monitoring of dephead@bgs.vic.edu.au emails, actioning or forwarding as appropriate
- Drafting of responses to correspondence, as required
- Preparation of documentation, invitations and speeches
- Maintenance of personnel data bases and student records
- Organisation and co-ordination of meetings, as required
- Pro-active preparation of agendas and minute taking of committees chaired by the Executive
- Posting appropriate information on Nexus



- Whole school email and communication with staff and parents
- Other duties as required by the Deputy Head and Headmaster

2. Awards Administration

- Preparation of draft agendas for all Senior School and Middle School Assemblies
- Final Assembly and Presentation Night administration
- Documentation and preparation of Minutes for GAC Committee
- Certificate production
- Maintenance of Award registers and data base entry onto Synergetic
- Co-ordination of student awardees and presenters for Assemblies

3. Special Events

- Preparation of guest lists and invitations
- Liaison with Operations and Catering staff
- Program completion in conjunction with the Head of Communications and Marketing
- Ordering of a range of items in preparation for school events

4. Publications/Correspondence

- Formatting of all official letters/documents for staff, students and parents
- Editing and sending of all emails to parents and staff for Deputy Head (and Head of Middle School)
- Assisting with the co-ordination of school mail outs
- Proof-reading and editing of Bulletins, newsletters etc
- Editing of student reports as necessary, and ordering of reprints

5. Admissions

- Arrangement of interviews for potential students and parents with Senior Staff
- In liaison with Admissions, facilitate parent queries regarding enrolments
- Data entry onto Synergy prior to and following interviews

6. General

- Management of leave requests from administrative staff with final approval by Deputy Head
- Managing school policies in conjunction with the Safety and Compliance Officer
- Kinsman Wing Reception relief
- Completion of catering requests and meeting room bookings
- Managing purchase orders and collection of ordered items
- Filing/Proof-reading
- Other duties as required

A current Working With Children certification must be maintained at all times.

Child Safety Standards Statement

Ballarat Grammar is committed to zero tolerance of child abuse in every form. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care. As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

This position description is a guide only, and not intended to be an exhaustive or exclusive list of the duties of this position. All position descriptions are subject to review and modification by the HR Co-ordinator in response to the changing needs of the School.

JOH
August 2018