



## **ROLE DESCRIPTION**

### **Executive Assistant to the Principal**

#### **ABOUT THE COLLEGE**

Ursula Frayne Catholic College is a Pre-Kindergarten to Year 12 co-educational College, educating in the Mercy tradition. As such, the College caters for approximately 1500 students and is committed to the development of young people, academically and spiritually.

The College is located on two campuses in the Town of Victoria Park.

#### **ROLE OVERVIEW**

Ursula Frayne Catholic College is seeking a self-motivated and energetic Executive Assistant who is responsible for providing professional, efficient and confidential executive support to the Principal, Executive Team and College Advisory Council. This role also includes the administration support for the recruitment and contracting of staff.

The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Principal's office.

The ideal candidate would be able to demonstrate a commitment to personal and professional growth and willingness to take on new challenges.

#### **LINE OF REPORTING**

The Executive Assistant reports directly to the Principal.

#### **EXPECTED BEHAVIOURS AND ATTITUDES**

1. Fully supportive of the objectives and ethos of Catholic education.
2. Actively promotes the College's Values and Mission.
3. Actively supports a child safety culture.
4. Complies with:
  - Catholic Education WA (CEWA) Policy Statements
  - Ursula Frayne Catholic College Policy Statements
5. Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment.
6. Works collaboratively with all members of the Ursula Frayne Catholic College community.
7. Works actively to build relationships with colleagues, community groups and parishes.

## **RESPONSIBILITIES**

### **Principal Support**

- Manage the flow of all incoming and outgoing correspondence / queries to the Principal's Office.
- Coordinate the daily business and activities of the Principal by regularly reviewing tasks / schedules / calendars and meeting requirements.
- Coordinate events as hosted by the Principal.
- Prepare documentation for the Principal's review:
  - Reports - College Advisory Council, Annual Report
  - General communications – College Newsletter (Principal's section), City Views (Principal's weekly update for staff), day to day correspondence.
- Work closely and effectively with the Principal to keep him / her well informed of upcoming commitments and engagements; develop a sense of key issues / matters arising and keep the Principal informed as appropriate.
- Oversee official correspondence and publications leaving the Principal's office to ensure accuracy and the consistent release of information across all levels of the College.

### **Executive and Advisory Council Support**

- Coordinate and attend meetings chaired by the Principal including the preparation of meeting agendas, minutes and supporting documentation / reports.
- Assist the Principal in following up on key actions and decisions arising from Council and College Executive Team meetings.

### **Recruitment Support**

- Prepare timeline and process for recruitment of various roles.
- Prepare documentation and upload advertisement on various recruitment platforms.
- Move applications into the appropriate repository for shortlisting by the interview panel.
- Prepare interview questions and schedule interviews as directed.
- Prepare contracts for successful candidates.

### **Knowledge and Information Management**

- Monitor the College's Staff Intranet to ensure the information is current and accurate and that respective links are functional.
- Maintain and further develop the College's Administration digital repository structure; regularly review and maintain permissions for Team / channel access.
- Support the further development of the College's Style Guide, assisting members of the Administration Team to adhere to the highest level of documentation presentation.

## **SKILLS AND ABILITIES REQUIRED FOR THIS POSITION**

- Highly developed interpersonal and influencing skills, enabling harmonious and positive relationships.
- Excellent written and verbal communication skills.
- Ability to adhere to timelines and effective management of workload.
- Proficient technology skills.
- Demonstrated ability to work autonomously and as part of a team.
- Ability to problem solve and use initiative.
- The capacity to work outside of regular school hours when required.

## **STATUTORY REQUIREMENTS**

- Working with Children Check
  - Nationally Coordinated Criminal History Check
  - CEWA Mandatory Reporting
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## **STATUS**

- The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
- Level 5
- 1.00 FTE, 46 weeks worked per year