

# Executive Assistant to Executive Principal

<b>Position:</b>	Executive Assistant to Executive Principal
<b>Job ID:</b>	230503
<b>Classification:</b>	School Assistants (NGS) Award
<b>Employment Type:</b>	Ongoing, Full Time (1.0 FTE)
<b>Normal Hours of Work:</b>	37.5 hours per week/46 weeks per year
<b>Date:</b>	May 2023
<b>Line Manager:</b>	Executive Principal

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus provides Early Learning to Year 6. The South Plympton Campus provides Foundation to Year 12. Both campuses offer a seamless pathway to Year 12, where children who have completed Year 6 at Brooklyn Park, have guaranteed entry into Year 7 at South Plympton.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

We want our students to:

<b>Belong</b>	to know others and be known
<b>Flourish</b>	to discover and grow into who they are in Christ
<b>Think</b>	to build their knowledge, apply their skills and discern the truth
<b>Respond</b>	to respond to the call of God in their lives

## Position Overview and Key Responsibilities

The key responsibilities are to provide high level executive support to the Executive Principal, Board of Governors, Advisory Panel and Executive Leaders in overall management of the College across all campuses.

- Perform as a senior member of staff to provide high level executive support to the Executive Principal, Board Chair, Advisory Panel Chair and Executive Leaders.
- Screen incoming correspondence, emails and phone calls directed to the Executive Principal and respond as appropriate.
- Manage the Executive Principal's diary.
- Manage the Executive Principal's office while they are at other campuses, interstate or overseas.

- Schedule meetings with staff/parents/external agencies.
- Process and respond to general correspondence and prepare draft responses for the Executive Principal to review as necessary.
- Answer general enquiries and liaising in matters of a sensitive nature with members of the school community and public.
- Prepare agendas, reports, minutes and provide appropriate input to decision making and follow up support for:
  - College Executive meetings and Retreats
  - Board meetings, AGM, Retreats and Dinners
  - Board Sub-Committee meetings
  - Advisory Panel meetings
  - Other meetings (as necessary)
- Provide relevant research and support for registration, submissions, reports, surveys and grants.
- Manage preparation of School Performance Report/Annual Report.
- Manage storage and access of information relevant to role.
- Manage Working with Children Checks, Statutory Declarations and other relevant required documentation for Board and Advisory Panel members.
- Provide support to ensure Board Policy Statements are reviewed, updated and maintained.
- Work collaboratively with the marketing team in relation to activities relevant to the Executive Principal, including Principal Tours and old scholar's events.
- Organise catering for Board dinners, events and retreats.
- Organise registration, travel and accommodation to conferences, seminars for Executive Principal and Executive Leaders as necessary.
- Other roles on occasions as directed by the Executive Principal.

## Requirements

Applicants must be able to work with little to no supervision in a fast-paced role. They must be able to prioritise workload and be self-motivated. The successful candidate will be flexible with working hours when required to attend Board meetings, events and other meetings outside of school hours. They must be prepared to travel to other campuses for meetings or events as necessary. Please note all out of hours events are covered by time off in lieu in consultation with the Line Manager.

## Selection Criteria

- Be a committed Christian with a deep desire to serve Jesus Christ as Lord.
- Experience in a similar role (experience in the education industry preferred).
- Excellent written and oral communication skills.
- Impeccable attention to detail and administration skills.
- Be a positive and collaborative team player.
- Demonstrated ability in problem solving, flexibility, priority setting and time management
- Experience and proficiency in Microsoft Office, Google Workspace, MAZE, SEQTA and Edval would be an advantage but not essential.

## College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Executive Principal.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

## Submitting Your Application

**Closing Date:** 23 May 2023 at 9.00am

**Applicants should provide:**

1. A cover letter that discusses your experience as it aligns to the Selection Criteria outlined in the Position Description [available on our website](#).
2. Written examples demonstrating your experience as it aligns to the following 3 key responsibilities. This can be incorporated as part of the cover letter, and should be addressed in approximately 200-300 words per question:
  - Perform as a senior member of staff to provide high level executive support to the Executive Principal, Board Chair, Advisory Panel Chair and Executive Leaders.
  - Manage the Executive Principal's diary, and schedule meetings with staff/parents/external agencies.
  - Prepare agendas, reports, minutes and provide appropriate input to decision making and follow up support for meetings, retreats, committees, etc.
3. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
4. A completed '[Application for Non-Teaching Position Form](#)'

Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered. In the subject line of your email, please state the Job ID 230503.

For further information, please contact Human Resources on 8292 3888 or [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au).