



Position Description

Personal Assistant to Principal

0.6 FTE, Permanent Part-time position

Korowal is a unique place to work. We are an independent, coeducational, secular K-12 school in the Blue Mountains, and value academic and creative pursuits equally. We work together to ensure that respectful relationships are maintained.

This exciting and newly created position will provide personalised administrative support to the Principal. The successful candidate will have the opportunity to develop the role in conjunction with the Principal.

Description

The successful applicant will be responsible for ensuring the professional, efficient and pleasant operation of the Principal's office by providing a high level of administrative support directly to the Principal.

Terms and Conditions of Employment

Independent Schools NSW, MEA 2017, Level 3 Step 1. The position is permanent part time (0.6) ideally 3 days per week, at \$40,498 per annum. It is a requirement of the position that annual leave is taken during school holiday periods.

Responsible to: The Principal, Korowal School

Main Job Tasks and Responsibilities

- Provide high level secretarial support to the Principal.
- Work with the Principal to ensure effective and comprehensive communication and reporting to the Korowal School Council.
- In consultation with the Principal, provide support to the Executive Team by preparing for and following up meetings and projects.
- Manage the Principal's diary including the coordination of meetings, appointments and travel requirements ensuring that the Principals schedule is followed and respected.
- Provide a 'gateway' service to ensure access to the Principal's time and office is appropriate and time efficient.
- Prioritise all matters, requests and complaints to the Principal with diplomacy, maintaining confidentiality and professionalism in accordance with the school policies.

Main Job Tasks and Responsibilities Cont'd

- Maintain a high level of confidentiality, professionalism and empathy in all situations.
- Communicate directly, and on behalf of the Principal with members of the Korowal School Council, Executive Team, Administration Coordinator and other staff and key stakeholders.
- Produce and format correspondence, professional documents, reports, presentations, speeches and proposals in consultation with the Principal.
- Produce Grant applications in conjunction with the Principal.
- Record and disseminate minutes of meetings in a timely manner with a high level of attention to detail and file maintenance.
- Work with the Principal to manage Overseas Student compliance requirements in conjunction with government legislation and the policies and procedures of Korowal School.
- Co-ordinate and organize appointments as required.
- Book rooms, equipment, travel and accommodation as per the Principals commitments ensuring that relevant documents are prepared and collated for onsite and offsite meetings and appointments.
- Contribute to the building of positive human relationships within our Korowal School Community.
- Provide advice to the Principal on Korowal School administration practices.
- Provide a high level of communication skills while ensuring a calm, professional, and cheerful approach to your day to day duties.

Selection Criteria

Essential Criteria

1. Five plus years related experience with proven office administration and customer service skills.
2. Advanced level of computer literacy skills including the use of Internet, Email & MS Office, specifically Word, Excel & PowerPoint.
3. Proven experience in exercising a high level of discretion and confidentiality.
4. Excellent written and verbal communication skills as well as highly developed interpersonal skills.
5. A high level of organisational and time management skills with the ability to work unsupervised, in a fast-paced environment.
6. Ability to prioritise workload, set priorities and multi-task with a high level of attention to detail.
7. The capacity to work autonomously with minimal direction and collaboratively in a team environment.

Essential Criteria Cont'd

8. Current NSW Working with Children's Check and First Aid Certificate, or a preparedness to obtain these prior to commencement of employment.
9. Qualify as an Australian Citizen or Permanent Resident

Desirable Criteria

1. Tertiary degree, or a Cert III or Cert IV in Business Administration, plus experience working in an office environment at Executive Level
2. Previous experience working within a school environment, or with the NSW Education system
3. A Current NSW Drivers Licence.

Submitting your application

Please ensure that you include all of the following:

1. Provide your CV with your application and include copies of your qualifications.
2. Supply the names and contact details (both day and evening) of four (4) referees, being 2 professional and 2 personal referees
3. Address all the Selection Criteria (above) in writing, succinctly addressing each of the 9 essential criteria and each of the 2 desirable criteria.
4. Provide your current WWCC number

All applications are to be submitted by Friday 14th July, 2017 at 5.00pm (cob).

Application may be addressed to the Principal, Barbara Fitzgerald and sent via email (please PDF all documents) to: jobs@korowal.nsw.edu.au. In the subject line please state 'PA to Principal Application'

Or

post to: Korowal School, 54 Hall Parade, Hazelbrook. NSW. 2779

Interviews will be held on Friday 28th July 2017