



## LA SALLE COLLEGE ROLE DESCRIPTION

### Executive Assistant to the Principal

---

ACCOUNTABLE TO:	Principal
LEARNING AREA:	Administration
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	According to experience and qualifications
COMMENCEMENT:	1 January 2021
TENURE:	Fixed-Term, and an initial term of 5 years

---

### LA SALLE COLLEGE MISSION

In keeping with the tradition begun by John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

### ROLE OUTLINE

The Executive Assistant to the Principal is primarily responsible for the efficient and effective running of the Principal's office.

The Executive to the Principal does this through the provision of excellent administrative support and highly confidential support services, anticipating the needs of the Principal and undertaking any other reasonable duties relevant to this role as directed by the Principal.

## KEY ACCOUNTABILITIES

### 1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Provides exemplary Christian and professional leadership for all members of the La Salle College Community

### 2.0 ADMINISTRATION AND SECRETARIAL SUPPORT

- 2.1 High level administrative and secretarial support is provided to the Principal
- 2.2 Acts as the first point of contact for all communication to the Principal's office, including the provision of 'gatekeeper' services to ensure access to the Principal's office is efficient and appropriate
- 2.3 Requests and complaints into the Principal are priorities and managed with diplomacy and initiative
- 2.4 High quality and well-researched correspondence, reports, presentations, speeches and proposals are prepared on behalf of the Principal as directed
- 2.5 The Principal's diary is managed including coordination of meetings, appointments and travel requirements
- 2.6 Principal's filing system is maintained, information is kept up to date and provided to the Principal in a timely manner as required
- 2.7 Plans, coordinated and ensures the Principal's schedule is followed and respected
- 2.8 College visitors are met with openness, all reasonable requirements (morning tea, room preparation, IT access) are anticipated and organised prior to arrival
- 2.9 Upholds confidentiality and sensitivity at all times
- 2.10 Works closely with the Principal to keep him/her well informed of upcoming commitments and responsibilities, including following up appropriately
- 2.11 Keeps abreast of college matters and reports to the Principal as appropriate
- 2.12 Employs a high level of communication skills to draft and disseminate correspondence as approved by the Principal
- 2.13 Records and disseminate minutes in a timely manner with accurate
- 2.14 As directed, correspondence is drafted, proofread and disseminated, ensuring that all communication is accurate / error-free and timely
- 2.15 Organise and oversee functions hosted by the Principal
- 2.16 Determines appropriate course of action, referral, or response with efficiency, diplomacy and initiative in readiness for the Principal to manage the situation

### 3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Supports the Catholic ethos of the school
- 3.2 Strong working relationships are established and maintained with students, staff, parents and other members of the College community
- 3.3 Assists the Principal in developing effective relationships with the College community including local parishes

- 3.4 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.5 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

## SELECTION CRITERIA

The individual appointed to the position of Executive Assistant must:

- Possess a high level of interpersonal and communication skills
- Be proficient Microsoft Office Suite
- Be proactive in their approach, demonstrating personal initiative, adaptability and time management skills
- Have the ability to meet multiple competing deadlines at the same time
- Have the capacity to operate with discretion, respect, trust and discernment while also maintaining the confidentiality
- Have excellent attention to detail
- Be uncompromising on confidentiality
- Demonstrate the capacity to work as a member of a team
- Be willing to be flexible within the unique context of a school environment
- Hold and maintain a Working with Children Check and have a current Police Clearance
- Hold and maintain Accreditation to Work in a Catholic School

### DOCUMENT CONTROL

Version: 1.0 Reviewed: Nov 2020 Next Review: Nov 2021 Reviewed By: HR