

**Position Description*****Personal Assistant to the MSC  
Leadership Team***

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<b>REPORTS TO:</b>	Head of College, via the Head of Campus – Middle & Senior & Directors
<b>KEY RELATIONSHIPS:</b>	Head of Campus – Middle & Senior, Senior Leadership Team (SLT) members, PA to the Head of College, PA to the Junior Campus Leadership Team, MSC Administration staff
<b>TENURE:</b>	Permanent

**OVERVIEW**

Prince of Peace Lutheran College is a K-12 educational, independent, Christian school located at Everton Hills in the north-western suburb of Brisbane. The College was established by the Prince of Peace Lutheran Congregation in 1984 to provide quality Christian education to the children of the community.

Prince of Peace Lutheran College offers classes on two sites from Kindergarten to Year 12 with approximately 700 students. The Junior Campus (K-6) is located at Rogers Parade West. The Middle & Senior Campus, 1 km away at Henderson Road, was opened in July 2009 and is currently home to Years 7 – 12.

**POSITION OBJECTIVES**

The Personal Assistant provides professional support to the Head of Campus - Middle & Senior, Directors and Middle & Senior Campus Leadership Team, some of which may be highly confidential, and is responsible for the timely, efficient and effective coordination, performance and management of administrative functions of the Middle & Senior Campus.

The Personal Assistant will perform varied and complex secretarial, administrative, duties according to daily operations of the Middle and Senior Campus and is expected to maintain strict confidentiality in handling sensitive, professional, personal, and private information.

The position requires the ability to exercise independent judgement in a confidential manner, utilise technical knowledge related to administration activities, establish and maintain a broad range of relationships, be flexible to work on several duties with possible conflicting timelines and be hands-on when required.

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## THE ROLE

### Administrative Support

- Provide administrative and organisational support to the Head of Campus - Middle & Senior, and Directors in all aspects of the role and day to day management of the Campus;
- Assist the Head of Campus - Middle & Senior, and Directors to manage diaries and meetings schedules;
- Liaise between staff, parents and students, providing resolution, support and assistance as required;
- Assist with preparation for Campus assemblies, including certificates;
- Organise (in consultation with the Head of Campus) all relevant Campus-based ceremonies, presentations, awards and other formal functions;
- Organise parent information evenings and conferences, orientation days, including related correspondence and information kits;
- Liaise with the PA to the Head of College and the PA to the Junior Campus Leadership Team around day-to-day operations;
- Liaise with Middle & Senior Campus staff regarding both whole of College and Campus events;
- Process the day-to-day correspondence of the Middle & Senior Campus Leadership Team including preparation of appropriate verbal and written responses as directed and proof reading of correspondence prior to circulation;
- Manage the filing, storage, and archiving of documents in conjunction with the business office;
- Process and assist the business office with payroll information for the Middle & Senior Campus;
- Supervise Middle & Senior Campus administration staff and delegate work as required;
- Carry out any other duties as requested by the Head of Campus - Middle & Senior, Directors and Head of College.

### Publications

- Maintain College calendar and input events and activities as necessary;
- Collate Middle & Senior Campus items for College Newsletter;
- Prepare invitations, booklets and programmes for various Middle & Senior Campus activities;
- Assist with digital presentations for assemblies and other information presentations as required;
- Contribute to the updates of the College staff intranet

### Data Management

- Organise and maintain student and administration filing systems; maintain and access student data from the College's administration system (TASS & SEQTA) for the Head of Campus - Middle & Senior, and Directors;
- Oversight and accountability for QCAA student management;
- Provide logistic support for NAPLAN/QCE;
- Organisation administrator for the QCAA portal including the creation of accounts and tracking of staff;
- Assist with the reporting process in consultation with Head of Campus - Middle & Senior.

**Other duties**

- Administer first aid to students and staff as required;
- Provide word processing, multimodal and secretarial support for other staff with the authorisation of the Head of Middle & Senior Campus;
- Other duties as directed by the Head of Middle & Senior Campus, Directors and Head of College.

**Occupational Health and Safety**

- Take all reasonable care to protect your own health and safety as well as that of other persons in the College complying with College health and safety policies and instruction.

**ATTRIBUTES, SKILLS & QUALIFICATIONS**

- A warm and friendly disposition with confidentiality, loyalty, initiative and creativity in work skills;
- Ability to provide a high level of customer service;
- Highly developed research and data gathering skills;
- Demonstrated excellent time management, verbal and written communication skills and have the ability to produce work of the highest quality;
- Outstanding interpersonal skills and the ability to interact in an empathetic manner with students, staff, parents and the community;
- Ability to work autonomously, self-managed with problem solving abilities;
- Have an advanced knowledge of computer software including Microsoft Office suite, databases and be adaptable to learn new systems as required by the College;
- High level of attention to detail;
- Have a current working with children blue card;
- Hold an ability to gain Senior First Aid and CPR certificate.

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**SELECTION CRITERIA**

- SC1:** Demonstrated respect for and commitment to the educational philosophy of Prince of Peace Lutheran College.
- SC2:** Proven experience as a high-level administrator including experience with digital administration systems.
- SC3:** Ability to manage staff in a positive and collaborative working environment.
- SC4:** Ability to work autonomously, prioritise tasks and projects to ensure deadlines are met.
- SC5:** Demonstrate excellent communication skills and high order written skills.
- SC6:** Proven experience ensuring tact, confidentiality and discretion that is demanded for the position.