



Position Title	Executive Assistant
Reports To	Executive Principal and Business Manager (Senior Executives)
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, other staff and the College Board in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	<p>The Executive Assistant plays a key role in contributing to the efficient leadership and management in the provision of a range of administrative, governance and systems support to the Executive Principal and Business Manager.</p> <p>The Executive Assistant works with discretion and confidentiality in monitoring communications and workflow to and from the Senior Executives office, coordinating meetings and appointments, document management, and preparation of information and correspondence. The Executive Assistant is responsible for the Administration team.</p> <p>The Executive Assistant presents a professional, warm, positive and welcoming presence, and will engage with the wider College community in a manner that brings credit to the College.</p>
Key Responsibilities	<p>Management:</p> <ul style="list-style-type: none"> • Supporting, promoting, and demonstrating the Christian ethos of Geelong Lutheran College • Promoting the values of GLC (wisdom, honour and purpose) • Leads and manages the Administration team in a cohesive, effective, organised and pro-active manner. <p>This covers these areas:</p> <ul style="list-style-type: none"> ○ Student Services ○ First Aid ○ Academic Administration ○ Reception ○ Improving Systems ○ Arranging staff covers due to absences <ul style="list-style-type: none"> • Ensures that effective customer service and support is always provided when dealing with parents, students, staff, and the public • Database management in conjunction with IT Manager for TASS, SIMON and Intranet. • Coordinate annual electronic Welcome Packs including student diaries, booklists, student and teacher resources. • Willingness to undertake professional development, as required

- Be familiar and comply with the College's commitment to Child Safety, Child Safe Policy and any other policies or procedures relating to child safety

Responsibilities:

- To arrange the Senior Executives calendar and appointments, exercising initiative to ensure that urgent matters gain priority and at the same time making sure that all matters are addressed in some way
- Work with a broad range of teaching and general staff requesting access to the Senior Executives or to whom they need to delegate tasks, ensuring that at all times interaction is professional and courteous
- Arrange travel, expenses and accommodation as directed by Senior Executives
- Provide executive and administration support to the Senior Executives
- Prepare documentation, correspondence and communication material in a professional manner
- Prepare and distribute agendas and associated paperwork and take minutes for selected meetings as required i.e. Executive meetings, Board meetings including some out of hours required.
- Open and distribute correspondence on a daily basis
- Maintain confidential list of student and family legal documentation relating to separated families and distributes relevant information to specific staff as necessary
- Demonstrate initiative as situations arise to minimise the tasks and workload of the Senior Executives
- Establish and maintain filing systems which are appropriate for the Senior Executives
- Assist in organising staff functions, farewells, gifts, etc. as required
- Assist in the preparation of materials for the terms and new year as directed by the Executive Principal
- Organise catering for various meetings including Executive and Board meetings
- Coordinate the use of the AC Canteen including booking processes and resource use
- Any other assigned duties may be directed by the Senior Executives or their nominee as required and in consultation

Skills & Attributes:

- Demonstrate the ability to promote positive staff morale and a team ethic
- Display high levels of initiative, responsibility and accountability
- Display an ability to adapt to a changing environment.
- Proven ability to meet all required deadlines
- Demonstrate strong attention to detail and accuracy
- Highly developed analytical and problem-solving skills
- Demonstrate a high level of planning and organisation
- Is an effective team player and works collaboratively with all levels
- Is an effective manager who works to enhance the skills of her team

Other responsibilities

- Provide relief for Registrar and other administration staff for leave or absences, when directed by the Executive Principal
- Adhere to College policies, procedures and practices
- Adhere to the College expectations regarding personal and professional presentation and dress
- Attend and if required participate in daily devotions

	<ul style="list-style-type: none"> • Be available, at various times, to undertake work outside normal working hours for special events or projects. This will be via negotiation and additional hours accrued are usually taken as time in lieu
Knowledge, Skills and Abilities	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of school-based systems and requirements e.g. TASS, SIMON, (training will be provided for school-based software programs) First Aid, Asthma Administration, Valuing Safe Communities • An understanding and support for the Christian ethos • An understanding of the College's structure and database <p>Skills</p> <ul style="list-style-type: none"> • Ability to communicate sensitively and confidentially with staff, parents and students • Have a high degree of computer literacy • Excellent phone and personal etiquette in a friendly, welcoming and approachable manner • Have a high degree of administrative competence • Be highly organised and consistently meet deadlines <p>Abilities</p> <ul style="list-style-type: none"> • Able to demonstrate high levels of personal initiative and responsibility • Able to work collaboratively and develop a positive rapport with staff • Able to facilitate, develop and maintain working relationships with other members of staff within the College • Able to adapt to a new and changing environment
Key Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <ul style="list-style-type: none"> • Must have at least 5 years' experience working as a Personal or Executive Assistant to a Senior person within a company, preferably either from the Corporate or Education Sector. • Previous experience in a school environment is an advantage, a Certificate III in Business Administration would be highly regarded. • Exceptional level of ICT skills including Microsoft Office suite and experience in the use of databases. • Ability to work autonomously and collaboratively, meet tight deadlines within a pressured environment and think analytically to solve complex problems. • Skill in working collaboratively with a range of needs and interests towards agreed outcomes. • Highly effective written and verbal communication skills. • Exemplary standards of personal integrity, honesty and inter-personal skills. In addition, they will also need to demonstrate a commitment to personal professional development. • Current Working with Children Card, National Criminal Record Check and First Aid Certificate.
Classification	<p>Salary Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 Terms Permanent Full-Time (includes 4 weeks' annual leave at Christmas and 1 week of leave at the beginning of each Term Break) Hours Full time 8am – 4pm with flexibility to work outside normal working hours Location (Base) Geelong Lutheran College Armstrong Creek and may be required to work at St John's Newtown</p>

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer