



Securing Success...

# ORANGE ANGLICAN GRAMMAR SCHOOL

## POSITION DESCRIPTION

<b>Title:</b>	Executive Assistant	<b>Department Head:</b>	Headmaster
<b>Department:</b>	Administration	<b>Award &amp; Level:</b>	Non-Teachers MEA 2021 Level 4
<b>Responsible To:</b>	Headmaster and The Executive	<b>Status:</b>	Flexible
<b>Education:</b>	Certificate III or above in Administration or Management OR matching experience with a willingness to upgrade qualifications	<b>Key Relationships:</b>	Headmaster, Executive, Admin Team, Teachers, Students, Suppliers, Contractors, Group Office (TASC)
<b>Position Summary</b>	To provide a high level of administrative support to the Headmaster and Executive Team.		

## ROLE RESPONSIBILITIES

Key Result Areas	Description
<b>Administration &amp; Operational Management</b>	<p>Liaise directly with the following staff regarding operations</p> <ul style="list-style-type: none"> <li>• Site Manager (Grounds and Maintenance)</li> <li>• Canteen Manager</li> <li>• School IT Support Officer</li> </ul> <p>Oversee the following Administrative functions</p> <ul style="list-style-type: none"> <li>• Executive Support</li> <li>• Communications and Public Relations (includes Marketing)</li> <li>• Human Resources - Recruitment</li> <li>• Policy and WHS</li> </ul>
<b>Executive Support</b>	<ul style="list-style-type: none"> <li>• Provide high level professional support to the Headmaster</li> <li>• Manage the Headmaster's calendar and timetable, arranging regular and requested meetings, travel and accommodation and making all changes and rearrangements when necessary</li> <li>• Communicate promptly, courteously and effectively with internal and external stakeholders on behalf of the Headmaster and Executive, managing enquiries, complaints and grievances</li> <li>• Be proactive and independent in undertaking duties that meet the needs of the Headmaster and Executive and benefit the school in line with the school vision</li> <li>• Maintain a high degree of confidentiality and diplomacy at all times</li> <li>• Liaise with staff on behalf of the Headmaster, particularly in regards to requests for information, meeting bookings and leave applications</li> <li>• Liaise with the School Council members, arrange monthly Council meetings</li> <li>• Coordinate meetings for the Headmaster and Executive by organising schedules, collating and distributing agendas, taking confidential minutes and following up action items where relevant</li> <li>• Draft and distribute internal and external communications when requested</li> <li>• Collect and filter Executive mail when delivered</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with report preparation (Annual Report, Synod report)</li> <li>• Support the Capital Works team</li> <li>• Assist with Census reporting</li> </ul>
<b>Communications and PR</b>	<ul style="list-style-type: none"> <li>• Develop strategies for marketing and communication purposes</li> <li>• Engage in marketing activities for our school. This includes but is not limited to market stalls, print advertising, editorial, product/banner placement, presence at community events, tv/media/movie advertising, sponsorships</li> <li>• Provide insight and recommendations to the Headmaster and Executive in regards to public relations and public perception of the school, particularly in relation to crisis management and reputational threats/risks.</li> <li>• Develop and maintain relationships with media contacts, promotional providers and external stakeholders</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Management of recruitment process, including drafting and placing advertisements, answering enquiries, accepting and collating applications, setting interview schedules, arranging interview panels, communicating decisions, arranging employment paperwork and contracts, and onboarding.</li> <li>• Arrange inductions in consultation with Executive Staff</li> <li>• Arrange IT onboarding</li> </ul>
<b>Policy &amp; WHS</b>	<ul style="list-style-type: none"> <li>• Administration and maintenance of PolicyConnect database</li> <li>• Liaise with Complispace regarding policy, legislation and implementation of policy changes</li> <li>• Administration and maintenance of CompliLearn</li> <li>• Liaise with WHS and Compliance team at TASC Group Office</li> <li>• Assist the Headmaster in ensuring all policies and procedures are up to date and readily available for registration and auditing purposes</li> <li>• Monitor the Assurance Incident Reporting portal and escalate relevant incident reports to Executive staff</li> <li>• Assist with WorkSafe reportable incidents</li> <li>• Liaise with RTW Consultant regarding staff injuries and incidents</li> <li>• Audits</li> </ul>
<b>Other</b>	Carry out other duties as required by the Headmaster and other members of the Executive Team.

## SELECTION CRITERIA

<b>Character Attributes</b>	<b>Skills</b>
<p><b>Faith:</b> Relationship &amp; commitment to Jesus Christ.</p> <p><b>Vision:</b> Commitment to Orange Anglican Grammar School and its vision.</p> <p><b>Loyalty:</b> Commitment and loyalty to the leadership of Orange Anglican Grammar School.</p> <p><b>Teamwork:</b> Ability to work collaboratively with colleagues.</p> <p><b>Maturity:</b> Spiritual maturity consistent in a pleasant, forgiving, non-judgmental, but assertive manner.</p>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Demonstrated ability to integrate technology into teaching and learning.</li> <li>• Capacity to differentiate the curriculum to meet the needs of a diverse range of students.</li> <li>• Ability to positively manage students' classroom behaviour.</li> <li>• Exercise leadership with integrity, loyalty and honesty</li> <li>• Commitment to ongoing evaluation and improvement.</li> <li>• Strong organisational skills.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to maintain a high level of confidentiality and handle sensitive information appropriately.</li><li>• <b>All staff must have a current First Aid Certificate and CPR certification</b></li><li>• <b>WWCC</b></li></ul>
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## OH & S Responsibilities

All employees are responsible for Occupational Health and Safety (OHS) at OAGS and their duties include:

- Complying with all OAGS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the Health and safety of others
- Reporting any potential hazards, incidents or injuries to the OH & S Committee within 48 hours
- Complying with emergency and evacuation procedures.