

POSITION DESCRIPTION

Executive Assistant to the Deputy Principal – Wellbeing / Head of Senior School



Role Description:

The Executive Assistant to the Deputy Principal – Wellbeing / Head of Senior School is actively involved in the efficient operations of the Senior School (Years 7 to 12) including supporting VCE and IB activities. The incumbent will be primarily responsible for providing administrative support to the Deputy Principal – Wellbeing / Head of Senior School.

This a full time role 8.00am - 4.45pm (60 minute lunch break) during School terms. The incumbent is required to work Monday to Friday for 42 weeks of the year (which includes School term time) with attendance outside usual hours for parent teacher interviews.

Reporting to:

- Deputy Principal – Wellbeing / Head of Senior School

Key Contacts:

- Deputy Principal – Learning and Innovation
- Director of Senior School Operations
- Senior School Data Administrator
- Teachers and other staff
- Students
- Parents

Location:

- Armadale Campus

Lauriston Girls' School's five core values:

- Relationships
- Courage
- Creativity
- Intellectual Curiosity
- Engagement In Life

Key Responsibilities:

Administration

- Managing diary and managing appointments for the Deputy Principal - Wellbeing/Head of Senior School
- Provide administrative assistance to the Deputy Principal-Wellbeing/Head of Senior School including word processing, prioritising tasks, preparation of letters, notices, reports, agendas, minutes and other documents
- Typing and editing letters, documents and other communications as required for the Deputy Principal-Wellbeing/Head of Senior School
- Respond to, manage and coordinate administrative matters pertaining to the Senior School as they arise and when appropriate

Initials _____

Date _____

Page 1 of 5

POSITION DESCRIPTION

Executive Assistant to the Deputy Principal – Wellbeing / Head of Senior School



- Assist the Deputy Principal-Wellbeing/Head of Senior School in preparation for each school year including cleaning and setting up of notice boards
- Compile the senior school news for weekly newsletter in collaboration with Deputy Principal-Wellbeing/Head of Senior School and Director of Senior School Operations
- Undertake administrative support tasks related to the responsibilities of the Deputy Principal-Wellbeing/Head of Senior School including:
 - as chair of the Kindergarten to Year 12 Wellbeing committee which works to ensure cohesion with all wellbeing and personal development programs offered across the School
 - as the Child Safety Officer
 - Professional Recognition Program for teaching staff
 - as coordinator of the Student Representative Council
 - with the design, coordination and implementation of the Senior School SHINE program
- Assist with storage, access and appropriate disposal of student records, class rolls etc in conjunction with the Business Manager and Archivist
- Reception relief

Student Data Management

- Liaise with Admissions Office and key staff regarding incoming/outgoing students
- Assist with processes associated with selection of students for leadership/responsibility positions
- Organising of awards and production of award reports
- Maintain accurate student database records
- Provide student information from the school's electronic database as required
- Manage storage, access and appropriate disposal of student records, class rolls etc in conjunction with the Business Manager and Archivist

Information for students and parents

- Some preparation of the extra-curricular booklet
- Co-ordinate the updating and maintenance of the Senior College Handbook and the Lillian Bayly Centre Handbook
- Organise administrative details to Senior School Parent - Teacher evenings including room set up, catering, name tags, parent letters, forms
- Attend Senior School Parent- Teacher interviews and provide administrative assistance
- Coordinate organisation of Howqua Information events at Armadale

Senior School events

- Work with events manager to ensure efficient operation of Senior School related events
- Attend events meetings
- Manage preparation of information for end of year assemblies and Valedictory including information to be provided to OLA, LPA, preparation of leavers statements, IB Annexe Certificates, letters to award recipients, editing of programs, preparation of distinction certificates and preparation of Valedictory book plates

Initials _____

Date _____

Page 2 of 5

POSITION DESCRIPTION



Executive Assistant to the Deputy Principal – Wellbeing / Head of Senior School

- Experience Lauriston
 - Organise tour guides and liaise with marketing, teaching staff and admissions
- Event booking - Add events and edit as required into the School's event software

School Intranet (SchoolBox)

- Add and update, in conjunction with the Executive Assistant to the Deputy Principal – Learning and Innovation, Senior School documents as required

Staff Briefing

- Prepare notes for Senior School Briefing
- Write and distribute minutes for Senior School Briefing

Badges

- Ensure student and staff badges are ordered and distributed each year
- Oversee replacement of lost badges

Leavers' Statements

- Organise template for leavers' statements
- Organise staff to input information
- Format, update and print statements in required timeframe

Prizes and Awards

- Oversee the collection of all prizes and awards from Years 7 to 12 for end of year
- Communicate list of prizes and recipients with the Business Office annually

Communication

- Liaise with students, staff, parents and the community regarding issues communicated to the Deputy Principal in a calm and professional manner
- Facilitate and provide quality and efficient written and verbal communication for the Deputy Principal – Wellbeing / Head of Senior School
- Build and sustain positive relationships with staff, parents and students

Initials _____

Date _____

Page 3 of 5

POSITION DESCRIPTION

Executive Assistant to the Deputy Principal – Wellbeing / Head of Senior School



First Aid

- Provision of First Aid when the School Nurse is not in attendance in the Health Centre

Other

- Liaise with affiliated parent groups
- Participation in staff meetings as required
- Perform other duties as may be required from time to time

Child Safe Standards:

Lauriston Girls' School has zero tolerance for child abuse. Everyone working at Lauriston Girls' School is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, Code of Conduct and Lauriston Girls' School's policies and procedures in relation to child protection, and comply with all requirements;
- Read and formally acknowledge their acceptance of the school's Code of Conduct for staff;
- Take all reasonable steps to protect children from abuse;
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate;
- Teachers and nurses fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate);
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds;
- Promote the safety, participation and empowerment of children with a disability;
- Provide an environment that is supportive of all children's emotional and physical safety.

Child Protection Training

Lauriston Girls' School has developed a Child Protection Training program that has been designed to assist staff with the knowledge and skills required to respond appropriately to issues of child protection. Your on-going employment is subject to you completing the Lauriston Girls' School Child Protection training program.

Final Statement:

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the Executive may modify the position description in

Initials _____

Date _____

Page 4 of 5

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consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Initials _____

Date _____

Page 5 of 5