

POSITION DESCRIPTION

Personal Assistant to Deputy Principals

POSITION	Personal Assistant to Deputy Principals
RESPONSIBLE TO	Deputy Principal Learning and Teaching Deputy Principal Wellbeing and Strategy
CLASSIFICATION	Education Support Officer – Category B
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) • Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience
PREPARED BY	Principal Director of Business Services Human Resources Manager
ISSUE: 02	DATE: May 2025

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Personal Assistant to the Deputy Principals provides administrative and clerical assistance to the Deputy Principals.

As a team player, the incumbent is committed to promoting and fostering a positive and professional work environment and offering quality service to all stakeholders. Confidentiality and the highest standards of ethical behavior are key aspects of the role.

1. Administrative Assistance to the Deputy Principals

- a. Provide high level and confidential administrative support to the Deputy Principals:
 - Manage agendas and transcribe minutes for meetings as required
 - Keep their manager well informed of upcoming commitments and responsibilities

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and provide briefing papers and running sheets as required

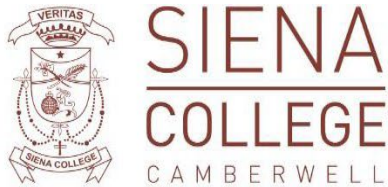
- Prepare documents, correspondence and presentations as directed
 - Maintain diaries/ calendars for their manager
 - Manage and prioritise mail and distribute as required
 - Screen all incoming telephone calls and emails and respond appropriately
 - Conduct research, collect and collate data, extract data and provide reports as directed
- b. Plan and manage meetings, functions, events, camps and excursions (including sports events, carnivals), as required. This includes guest/ student lists, invitations, venue bookings, catering and associated administration
- c. Book external venues, transport and umpires for sporting events and liaise with the Siena College Events Coordinator for internal sport events, where required
- d. Manage communications with staff, students, parents and suppliers as directed
- e. Manage the payment process for external suppliers, sports coaches, including raising purchase orders and ordering items/equipment for departments as directed
- f. Undertake any other duties as requested by the Deputy Principals

2. Synergetic database administration

- a. Conduct regular 'housekeeping' to ensure the integrity of the Synergetic database
- b. Create and maintain MS queries and print reports as required

3. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their physical and mental wellbeing
- b. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College's professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures



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4. Professional Learning

- a. Synergetic
- b. Enquiry Tracker
- c. Siena Central (SchoolBox)
- d. First Aid Training – Maintain current First Aid and CPR qualification
- e. Anaphylaxis certification
- f. Other training as appropriate

5. Computer Skills

- a. Microsoft Office Suite
- b. Synergetic
- c. Siena Central (SchoolBox)