



# Pymble Ladies' College

---

## POSITION DESCRIPTION

<b>Title:</b>	<b>Personal Assistant to the Deputy Principal</b>
<b>Reports to:</b>	<b>Deputy Principal</b>

---

## ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

## POSITION SUMMARY

The position is an administrative support position in the provision of high quality information, administrative and support service to facilitate the achievement of organisational goals.

Personal support is provided to the Deputy Principal with minimal direction. The position independently manages functions and tasks in a highly professional manner including the relationship management of external and internal stakeholders. The Deputy Principal will allocate tasks and functions appropriate to the daily short and long range administrative needs of the College.

## KEY RESPONSIBILITIES

- 1. Provide administrative and functional support to the Deputy Principal**
  - 1.1 Prioritise, co-ordinate and diarise internal and external commitments of the Deputy Principal and ensure information is prepared for meetings both internal and external to the College

- 1.2 Screen telephone enquiries, mail and email correspondence and redirect if appropriate. Distribute information considered appropriate in a professional and confidential manner
- 1.3 Co-ordinate the compilation of confidential and non-confidential documentation, draft reports and correspondence, monitor and take follow-up action where required
- 1.4 Liaise between the Deputy Principal and members of the Senior Leadership Team and other internal staff
- 1.5 Co-ordinate the compilation of documentation and correspondence, and monitor and take follow-up action where required
- 1.6 Liaise with parents, students, other schools' personnel and members of the public, when required
- 1.7 Arrange work-related bookings for all intrastate, interstate and international travel.

## **2. Communication**

- 2.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner
- 2.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College
- 2.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

## **3. Risk Management**

- 3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices
- 3.2 Meet the expectations for safety in the workplace and report potential risk to the Deputy Principal
- 3.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary
- 3.4 Report directly to the Principal on any matters relating to child protection.

## **4. Professional Learning**

- 4.1 Remain abreast of current and best practice standards

4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

**5. Other duties as may be required from time to time**

**POSITION REQUIREMENTS / CAPABILITIES**

- Willingness to support the ethos and values of the College
- Keyboard skills that reflect a minimum speed of 70wpm with at least 95% accuracy word processing
- Excellent interpersonal skills
- Efficient time management and an ability to multitask
- High level of flexibility and adaptability
- Demonstrated effective written and oral communication skills
- Ability to demonstrate accuracy and attention to detail in the preparation of materials both hard copy and electronic
- Demonstrated high-level computer and document management skills, especially with the Microsoft suite of applications including networked electronic diaries
- Proven ability to show initiative and to operate without close supervision
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.