



---

Position Title:	Academic Executive Assistant
Prepared:	November 2023
Reports To:	Director of Academic Development
Prepared by:	Director of Human Resources

---

### Position Purpose

As a member of the College's administrative support team, the primary function of this position is to provide key administrative support to the Academic Executive team. The team consists of our Director of Academic Development, Director of Technology Innovation and Director of Pedagogy.

An important aspect of this position is to be available and be of assistance in relation to external and staff queries and the directing of these queries to the relevant Academic Executive member. This requires a thorough knowledge of the operation of the College's curriculum, Strategic Plan and Academic Goals. A high level of understanding of the whole College is required due to the nature of the position's work.

The position interacts regularly with Heads of School, VCE, IB and VET Coordinators, Heads of Year, Heads of Learning and staff members.

The position deals with very sensitive information during periods of high pressure and is required to apply utmost discretion.

### Position Status

Full time leave replacement position for a minimum of two years, commencing Monday 22 January 2024.

This position includes 8 weeks annual leave plus College shut down days, usually five per year.

This leave is usually taken during non-attendance times (school holidays), with the requirement to work at least one week in the term 3-4 term break and be available for some days prior to the staff academic year.

Proposed hours 8.00am – 4.00pm but can be negotiated with the Academic Executive team.

### Reporting Relationships

While all staff are ultimately responsible to the Principal, in the first instance the incumbent will report to the College's Director of Academic Development and functionally to the Director of Human Resources.

### Duties and Essential Job Functions

#### Management of the Academic Executive Office

- Provide general administrative and Executive Assistant support to members of the Academic Executive
- Maintain electronic diary for Academic Executive members entering calendar events, subject classes, organising appointments/ interviews etc.
- Collection and distribution of external and internal mail, including emails

- Organise photocopying and distribution, where necessary, of documentation pertaining to the Academic Executive or Academic Directorate team
- Maintain filing system
- Organise College Conferences and in-house professional learning events
- Prepare function forms and submit in a timely manner
- Completion of Excursion Forms as required
- Producing Student Transcripts
- Assist with organising interview times for Academic Executive
- Provide administrative support as directed for those who have portfolios under the umbrella of academic leadership
- Liaise with Catering and Facilities staff to oversee set-up for events
- Liaise with Reception to make arrangements for visitors, interview, mail and deliveries
- Preparation of reports and presentations for Academic Executive members
- Coordination of Head of Learning Review meetings
- Agenda, Minutes and catering for Academic Directorate meetings
- Agenda and Minutes for fortnightly Academic Executive meetings
- Administration of Student Voice Surveys, including data collation and report production
- Document search support
- Educational research
- General Administrative tasks
- Provide administrative support for the organisation of Academic Awards (including book prizes) at Speech Night, MS Celebration Evening, Year 5/6 Finale Night and Scholars Assembly
- Provide administrative support for Year 11 Booth Night and subject information nights
- Provide administrative support for Staff Learning Forums and New Staff Induction sessions
- Assist the Deputy Principal's office with ticketing and queries for House Music, a yearly event.
- Coordination of meetings for VIT Provisional staff including setting up panel meetings
- Communicating teaching staff changes to parents on behalf of the Director of Academic Development
- Assist with the coordinator of Pre-Service Teachers
- Assist with the preparation of NAPLAN testing
- Assist Learning Enhancement team with collation of documents and communication to parents as required
- Calendar management in conjunction with EA to Deputy Principal to avoid event clashes
- To be supportive of the St Leonard's College Mission Statement and to enhance the College reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community

Any other duties as deemed appropriate.

### Other Functions and Responsibilities

The incumbent may be called upon to assist with a range of general office functions from time to time and any other tasks deemed appropriate to the role. This includes working closely with all academic and pastoral administrators. All staff are expected to respond to parent, staff and student enquiries whether specific or general in nature in a timely, polite and efficient manner.

The Academic Executive Assistant operates in a collegiate manner. As a member of a team; flexibility, empathy for co-workers, student and parents is of paramount importance.

## Competencies

### REQUIRED

- Supportive of the independent school education system
- Excellent email and advanced Microsoft Office suite skills
- Able to manage with little direction and guidance
- Proven integrity and reliability
- Very strong interpersonal and communication skills
- Excellent time management and organisational skills
- Ability to prioritise work
- Uses initiative
- Is accountable
- Is flexible and adaptable
- Is able to work effectively and efficiently under pressure
- Ability to work well as a member of a team
- Competence in the use of information technology
- Neat grooming and a professional presentation, both in terms of dress, language and behaviour.

### PREFERRED

- Diploma or Certificate IV in Business Administration
- Desktop publishing
- Broad understanding of curriculum and its components
- Had experience in, and understanding of, the broader range of office duties
- Worked with Synergetic database
- Confidence in data analysis and reporting.

## Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong

belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

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

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to 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, nurses and psychologists 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

### General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.