



ST PETERS GIRLS

Position Description: Personal Assistant to Head of School
Level: Permanent full-time, 37.5 hours per week
Reports to: Head of School

The School

At St Peter's Girls' School we focus on collaboration, creative thinking, innovation, seeking to foster independent thinking and our core values of courage, creativity and compassion in every student. We aim to develop motivated, versatile and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

St Peter's Girls seeks to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

About the Role

Our School is seeking a permanent Personal Assistant to a Head of School (ELC, Junior, Middle, Senior).

The Personal Assistant will provide high level administrative and secretarial support to a Head of School/Senior Leader and will be crucial in providing and maintaining efficient and effective day-to-day organisational mechanisms for the School.

Skills and Personal Attributes

- Possess a high level of organisational and administrative skills
- Demonstrate initiative and the capacity to work independently and meet deadlines
- Be proficient in the use of Microsoft Word, Excel and PowerPoint, with attention to detail in presentation
- Have experience in the use of the Timetabler suite of software, in particular the Daily Organiser module (desirable)
- Have experience of Information Management Systems such as Synergetic (desirable)
- Be able to prioritise, critically analyse data and prepare reports (including the use of the School's database Synergetic and Timetabler software)
- Possess exemplary verbal and written communication skills
- Be able to address confidential matters with discretion
- Be able to exercise appropriate professional judgement
- Show confidence in executing their role in a complex environment with calmness and effectiveness
- Be a self-motivated person
- Have exemplary and timely communication skills
- Be well presented at all times
- Be proactive in managing the work of line manager
- Be supportive of single-sex schooling for girls, particularly in an independent, Anglican School context
- Understand and be supportive of the ethos of the School

Responsibilities may Include

- Manage the Head of School's diary and monitor meetings to ensure a smooth running of the day
- Filter and manage information to and from the Head of School's office and redirect information and correspondence to School staff where appropriate
- Draft routine correspondence for the Head of School
- Liaise with senior staff and other School staff, parents and students on behalf of the Head of School as required
- Allocate relief staff to cover for absent staff on a daily basis, following agreed guidelines
- Manage the list and payment of Temporary Relief Teachers in conjunction with the Payroll Officer
- Provide administrative support for all Timetabling matters, including the construction of the School timetable, provision of student and staff timetables, maintenance of class lists, subject selection surveys, examination timetables for the School and supervising rosters
- Make changes to the Master Timetable to reflect class changes as directed by senior staff
- Manage, maintain and monitor the whole-School calendar
- Management of the Parent Portal tiles for major events and School calendar events
- Create and update the Staff Duty Roster
- Provision of a high level of secretarial and administrative support, including filing, emailing, ordering and other general duties as required
- Manage word processing tasks for line manager including meeting agendas, meeting minutes, curriculum documentation and preparation of large, complex documents
- Carry out background research and present findings to line manager in relation to their work tasks and presentations
- Prepare and circulate letters and memos to internal staff members and outside agencies on behalf of line manager
- Preparation of materials for relevant information sessions including PowerPoints, letters and flyers
- Manage calendars and make appointments for line manager
- Anticipate tasks relating to work of line manager and present possible solutions, first drafts of publications, letters, etc.
- Screen telephone calls and handle enquiries and requests as required
- Take minutes and prepare documents for meetings as directed
- Coordination with Community Relations Office for events
- Management of student records and files for students
- Provision of administrative support for
 - Parent Teacher Interviews
 - Information evenings
 - School events
 - Student reports
- Maintain the confidentiality of communication and information pertaining to the School, staff, parents, students and other stakeholders
- Any other duties as required

A Career at Saints Girls

- A unique opportunity to work in a highly regarded independent school that upholds a culture of excellence
- Collaborative and passionate team environment with a connected and inclusive community
- Internal and external professional development opportunities
- Opportunities for Interstate and International professional learning within our network of exchange schools
- Contemporary and high-tech learning spaces
- Opportunities to engage in co-curricular offerings and School events
- Onsite parking available
- Employee Assistance Program

Conditions

This is a permanent full-time position working 37.5 hours per week with 6 weeks annual leave to be taken during non-term time. The position is classified as Grade 4 as determined by the current St Peter's Collegiate Girls' School Enterprise Agreement. The salary is determined by the *St Peter's Collegiate Girls' School Enterprise Agreement*. Other conditions are as outlined in the Enterprise Agreement.

Some out-of-hours work will be required. Time in lieu will be granted for the out-of-hours work associated with events and/or duties and must be approved in advance by the line manager.

Cherylyn Skewes
Principal
November 2024