



TRINITY
ANGLICAN COLLEGE

Executive Assistant to the Principal

Position Description

PURPOSE

The purpose of this position is to provide effective and efficient, project and administrative support to the Principal and manage the Principal's office. The incumbent of this position also assists the Business Manager with administrative support when required.

Commencement Date March 2021
Tenure: Full Time Ongoing
Responsible to: Principal

ABOUT US

Trinity Anglican College is a co-educational school with 1200 students from Kindergarten to Year 12. We are the largest independent regional school in NSW and a proud member of the Anglican Schools Commission. The College has earned a reputation as the 'school of choice' in this region because we believe that every child has the right to an engaging and joyful school experience.

Trinity has a dynamic and dedicated staff team. We believe in a collaborative staff culture and staff engagement, playing to people's strengths and providing opportunities for development and growth.

Our Strategic vision focuses on the holistic wellbeing of each student engaging and equipping them for lives of hope, purpose and joy.

THE ROLE

The Executive Assistant to the Principal holds an important role of responsibility and sensitivity. They are responsible for providing a high level of professional, practical and timely support to the Principal in their day to day responsibilities.

In this multi-faceted role, the incumbent will perform a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with both internal and external stakeholders to ensure smooth and effective administration of the Principal's office.

The Executive Officer to the Principal will also oversee the administration staff in the front office of the College and assist as required to ensure stakeholders and visitors to the College have a positive experience.

They will frequently be acting for or on behalf of the Principal and therefore a high degree of confidentiality, diplomacy and tact will be required.

ORGANISATIONAL RELATIONSHIPS

The Executive Assistant to the Principal is:

- Responsible to the Principal
- Assists the Business Manager
- Manages and oversees the Front Office administrative staff

RESPONSIBILITIES AND DUTIES

The key responsibilities of the role include (but are not limited to):

- Maintain the Principal's and Business Manager's calendars
- Receive and screen calls, emails, mail and visitors
- Liaise with stakeholders, service providers and public
- Receive enquiries, concerns, positive feedback and complaints and action appropriately or forward through the appropriate channels to be addressed and actioned
- Prepare agendas, reports, presentations and take minutes of staff meetings and other meetings as requested by the Principal
- Prepare agendas for, attend and take minutes of Board Meetings and maintain the Board Portal
- Assist the Secretary of the College Council with all Governance requirements of the College
- Prepare College publications in consultation with relevant staff (Annual Report, Staff Code of Conduct)
- Maintain the College policies, manuals and forms
- Maintain Board room and interview room bookings and good order of the facilities
- Organise staff travel arrangements
- Coordinate special events, functions and meetings
- Relieve front office staff if and when required



REQUIREMENTS OF THE POSITION

Essential

- Demonstrated respect for and commitment to the educational philosophy of Trinity Anglican College
- Proven experience as a high level administrator
- Demonstrated visionary with an innovative leadership style to create a positive and collaborative working environment
- An efficient administrator able to excel working within the pressures and constraints of a diary driven workplace
- Ability to manage projects/tasks and meet deadlines
- Demonstrate excellent communication skills and high order written skills
- Proven experience ensuring tact, confidentiality and diplomacy that is demanded of the position.
- Current Working with Children Check or willing to obtain one



REMUNERATION

Terms and Conditions of employment will be in accordance with the 'Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017'. Remuneration will be determined by the Principal according to qualifications and experience.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.