



# Christ Church Grammar School

## DUTY STATEMENT

### Executive Assistant to the Deputy Principal/Director of Studies

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**DATE:** 2024

**STATUS:** 1.0 FTE

**TIME:** Full-time, This role is being offered on a 12-month, fixed-term parental leave contract.

**HOURS:** 37.5 hours per week. Annual and other leave to be negotiated and taken when mutually agreed.

**FACULTY/AREA OF RESPONSIBILITY:** Studies

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#### **POSITION CONTEXT:**

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

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#### **POSITION OVERVIEW:**

The Executive Assistant to the Deputy Principal/Director of Studies manages the day-to-day administrative support of the Academic program and the Studies Office.

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#### **LINE MANAGEMENT:**

Reporting directly to the Deputy Principal/ Director of Studies

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#### **WORKING RELATIONSHIPS:**

- Principal
  - Studies Team
  - Executive team
  - Academic Committee
  - Teaching and other Support staff
  - Parents
  - Visitors
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#### **DUTIES AND RESPONSIBILITIES:**

- Oversee and update all Academic projects using a project management software application
- Oversee and update Academic Review documentation and communication
- Manage the Studies Office, including maintenance of electronic and paper-based filing systems and records, incoming and outgoing mail, provide assistance with telephone calls and receive visitors
- Prepare high-quality word-processing documentation such as confidential reports, correspondence, speeches and references and proofreading where necessary
- Maintain the Deputy Principal/Director of Studies' appointment diary including arranging meetings and coordinating the Deputy Principal/Director of Studies' commitments with staff, students, parents, prospective parents and external bodies

- Utilise SIRS and SIRS2 to produce relevant reports from the School Curriculum and Standards Authority (SCSA)
- Consult with staff members to ensure smooth and efficient inter-office working relationships
- Co-ordinate all parent teacher interview events
- Co-ordinate all senior school examinations
- Assist with the co-ordination and administration of NAPLAN and OLNAs and other standardised testing
- Co-ordinate the administration of special provisions for all senior students
- Co-ordinate academic events including academic testing, catering, invitations and all relevant administration
- Assisting with co-ordination of Assessment Periods for Years 11 and 12
- Collection and administration of exam papers, liaison with external supervisors along with all other related administrative duties
- Co-ordinate the proof-reading and correction of tutor comments in academic reports
- Amend academic report comments as directed
- Co-ordinate the administration of testing modules related to overseas university applications
- Provide other secretarial and administrative support to the Studies Office as required
- Other duties may be assigned

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### **KEY RESULT AREAS:**

#### Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Excellent interpersonal and communication skills
- Exercise judgment and solve problems within the scope of the position
- Undertake tasks with accuracy, professional competency and within prescribed deadlines
- Always maintain confidentiality
- Undertake safe work practices
- Undertake other duties as directed

#### Team Participation:

- Contribute constructively and positively with Studies team
- Work closely and cooperatively with all staff members
- Engage positively with the wider School community
- Ensure performance consistent with the ethos, aims and objectives of the School

#### Customer Outcomes:

- Exhibit awareness of the need for sensitivity and confidentiality in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

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### **EXPERIENCE AND QUALIFICATIONS**

#### This position requires:

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- An extremely high regard for confidentiality, reliability and integrity in respect to all interactions with members of staff and the wider community
- Demonstrated experience in executive administration work
- Flexibility and a willingness to adapt to changing needs and requirements of the position
- Proven numeracy skills particularly with regards to basic account reconciliation work
- Strong written and communication skills
- Demonstrated strong interpersonal skills
- Highly developed and accurate skills using Microsoft Office
- Demonstrated commitment to contributing to a positive and constructive team environment
- Ability to adapt and work effectively in a busy and supportive environment
- Familiarity with the use of databases (e.g. Synergetic) to organise and use information (desirable)

The person must have:

- Initiative
- Flexibility
- Reliability
- Tact and diplomacy
- Ability to maintain confidentiality
- Excellent communication skills
- Ability to work co-operatively as part of a team
- The willingness to assist in other areas of administration as necessary
- Ability to work independently as necessary
- Commitment to continued professional and personal development.
- Ability to communicate well with a wide range of people

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**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Function as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check.
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience