



Christ Church Grammar School

DUTY STATEMENT

Executive Assistant (to The Director of Information and Learning Technologies)

DATE: July 2026

STATUS: 1.0 FTE

TIME: Ongoing

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

FACULTY/AREA OF RESPONSIBILITY: Academic Resources Centre (ICT and Library)

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 1850 students including boarders.

The ARC (Academic Resources Centre) is a single facility which provides the school with high quality digital / physical resource curation service and a reliable information technology support service.

The Executive Assistant provides high-level executive, administrative and operational support to the Director of Information and Learning Technologies. The role acts as a central coordination point for the department, managing executive administration, financial and procurement processes, governance activities, projects and communications to enable the Director to focus on strategic leadership and the delivery of departmental objectives. The position works collaboratively across the School to ensure the efficient and effective operation of the department.

LINE MANAGEMENT:

Reporting directly to the Director of Information and Learning Technologies.

WORKING RELATIONSHIPS:

- Director of Information and Learning Technologies.
 - ARC staff.
 - CCGS community members (students, staff, parents and external).
 - External contractors and entities.
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DUTIES AND RESPONSIBILITIES:

Executive Support

- Manage the Director's calendar, meetings and administrative priorities.
- Prepare agendas, reports, presentations and briefing papers.
- Coordinate meetings, record minutes and monitor action items.
- Manage confidential correspondence and documentation.
- Act as the primary administrative contact for the Director.

Department Coordination

- Coordinate departmental planning activities, reporting and operational priorities.
- Support governance activities including policies, procedures and compliance documentation.
- Coordinate projects and follow up actions arising from departmental initiatives.
- Liaise across the School to facilitate communication and collaboration.

Financial & Procurement Administration

- Coordinate budget monitoring and expenditure reporting.
- Manage purchasing, supplier engagement, invoices and reconciliations.
- Coordinate annual ICT procurement activities.

Operational Administration

- Coordinate asset lifecycle management.
- Support recruitment administration and workforce coordination.
- Maintain departmental records, leave registers and documentation.
- Support continuous improvement initiatives.
- Coordinate departmental reporting, audit preparation and compliance activities, ensuring documentation, records and processes are maintained to support effective governance, accountability and continuous improvement.

General

- Coordinate and contribute to departmental projects and continuous improvement initiatives that enhance operational effectiveness, service delivery and alignment with the School's strategic objectives.

KEY RESULT AREAS

Behavioural Capabilities

- Demonstrate initiative, sound judgement and a proactive approach to supporting the Director and departmental objectives.
- Build and maintain positive, professional relationships with staff, students, parents, suppliers and external stakeholders.
- Communicate effectively, both verbally and in writing, with attention to detail and professionalism.
- Exercise discretion and maintain the highest levels of confidentiality when handling sensitive information.
- Manage competing priorities, organise work effectively and meet deadlines in a dynamic environment.
- Identify opportunities to improve administrative processes and contribute to continuous improvement initiatives.
- Demonstrate flexibility and adaptability in responding to changing priorities and operational requirements.
- Comply with School policies, procedures and work health and safety requirements.
- Undertake other duties as reasonably directed by the Director.

Team Participation:

- Develop collaborative and productive working relationships across the School community.
- Work in partnership with the Director and the Information and Learning Technologies team to support departmental priorities.
- Contribute positively to a team culture.
- Demonstrate behaviours consistent with the School's values.
- Support effective communication and information sharing across the department.

Customer Outcomes:

- Provide responsive, professional and high quality administrative support to the Director and the Information and Learning Technologies department.
- Contribute to the efficient operation of departmental services through effective coordination, communication and administration.
- Foster positive relationships with internal and external stakeholders through timely, courteous and solution focused service.
- Support the delivery of departmental initiatives that contribute to the School's strategic objectives.

EXPERIENCE AND QUALIFICATIONS

Qualifications and Compliance

- All applicants must have a National Police Certificate and have completed a Working with Children Check.
- Relevant qualifications and / or demonstrated experience in executive administration, business administration, office management or a related discipline are desirable.

Executive and Administrative Capability

- Demonstrated experience providing high level administrative support to senior leaders or executives.
- Highly developed organisational skills, with the ability to manage competing priorities, coordinate multiple tasks and meet deadlines.
- Demonstrated initiative, sound judgement and the ability to work independently with minimal supervision.
- Strong attention to detail and accuracy in the preparation and management of documentation, reports and records.
- Advanced skills in Microsoft Office applications, including Word and Excel, and experience using relevant databases or information management systems (e.g. Synergetic).

Communication and Relationship Management

- Highly developed written and verbal communication skills, with the ability to communicate professionally with a diverse range of stakeholders.
- Demonstrated ability to build positive working relationships and contribute constructively within a team environment.
- Ability to exercise tact, diplomacy and discretion when managing sensitive matters and confidential information.
- Demonstrated commitment to providing responsive and professional service.

Problem Solving and Continuous Improvement

- Demonstrated ability to identify issues, exercise sound judgement and develop practical solutions.
- Ability to contribute to process improvements, projects and initiatives that support departmental and School objectives.
- Ability to adapt to changing priorities and work effectively in a dynamic environment.

Alignment with School Values

- Demonstrated commitment to supporting the ethos, values and strategic objectives of the School.
- Commitment to contributing positively to the broader School community.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025.
- Opportunity to further your career through PD and study considered.
- Salary will be negotiated according to qualifications and years of experience.