

# Position Description

## Administration Assistant – Leadership Team

<b>Position:</b>	Administration Assistant – Leadership Team
<b>Status:</b>	Full Time, Ongoing
<b>Department:</b>	Administration
<b>Hours:</b>	38 hour work week
<b>Qualifying Period:</b>	6 months
<b>Salary &amp; Annual Leave:</b>	Education Support Level 2, Category C as per the Victorian Catholic Education Multi Enterprise Agreement 2022.
<b>Organisational Context:</b>	Damascus College is a Catholic co-educational secondary College located on a beautiful 22-hectare site, seven kilometres from the Ballarat CBD. The College community offers learning opportunities which inspire and challenge students to reach their potential and to contribute confidently to a global community.
<b>Position Objectives:</b>	<p>As the Administration Assistant – Leadership Team, you will play a pivotal role in ensuring the smooth and efficient operation of the school's leadership office. This varied role provides high-level administrative support, including complex calendar and email management, meeting coordination, document preparation, and event planning.</p> <p>Acting as a key liaison between the Leadership Team and internal and external stakeholders, you will contribute to a productive, well-organised environment while upholding the highest standards of professionalism, discretion, and confidentiality.</p>
<b>Organisational Relationships:</b>	<p><b>Reports to:</b> Deputy Principal</p> <p><b>Internal liaisons:</b> Leadership Team and team members from Marketing and Development, Business Services and Human Resources, Catholic School Culture, Student Growth and Engagement Learning and Teaching and Student Wellbeing; Executive Assistant to the Principal, all staff, students and parents/carers</p> <p><b>External liaisons:</b> Diocese of Ballarat Catholic Education (DOBCEL)</p>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Coordinate and manage the diaries of multiple Leadership Team members, proactively identifying and resolving scheduling conflicts</li> <li>• Provide comprehensive administration support for internal and external meetings, including but not limited to: <ul style="list-style-type: none"> <li>○ Liaising with parents and/or staff to schedule meetings taking into account teacher availability</li> <li>○ Preparing agendas and documentation for meetings</li> <li>○ Booking appropriate meeting rooms and ensuring necessary resources are available</li> <li>○ Sending calendar invites and meeting confirmations</li> </ul> </li> </ul>

- Organising catering requirements
- Accurately recording meeting minutes and distributing them in a timely manner
- Assist with the management of email inbox by monitoring, prioritising, and responding to correspondence where appropriate.
- Draft and review bulletin items, newsletter content, formal letters, and other correspondence as required, ensuring correct formatting, grammar, and consistent language.
- Monitor and follow up on bulletin and newsletter items to ensure all submissions are received from Leadership Team members and submitted on time.
- Assist with the planning and coordination of whole-school events, including but not limited to, International Women's Day, and major annual masses (Opening Mass, Damascus Day, Graduation) by:
  - Compiling information and preparing event booklets for printing and distribution.
  - Gathering relevant content and developing PowerPoint presentations.
  - Coordinating DEC bookings and supporting setup needs as required.
  - Organising catering requirements.
  - Anticipate potential issues by analysing events from previous years to support proactive planning and decision making
  - Perform additional event administrative tasks as required
- Maintain and update accurate records in designated databases such as TAP to ensure compliance
- Provide coverage during absences to the Executive Assistant to the Principal, Risk and Compliance Officer and the Education Administration Officer with any administrative support as required
- Serve as a key point of contact for internal and external stakeholders, demonstrating professionalism and discretion at all times
- Maintain confidentiality and exercise sound judgement in handling sensitive information
- Perform any other duties as required consistent with the incumbent's skills and experience and the needs of the organisation

**Qualifications, Skills and Experience:**

**Essential:**

- Valid Working with Children Check (for Paid Employment)
- Valid National Police Check within past 12 months prior to commencement
- Relevant qualifications and/or proven experience in an administrative support role.
- Excellent interpersonal skills and the ability to relate well to community members.
- Strong attention to detail, organisational and time management skills
- Excellent written and verbal communication skills.
- High level of ICT skills with advanced skills in Microsoft Suite.
- High degree of confidentiality at all times including the ability to apply discretion.

**Desirable:**

- Experience in Secondary or Tertiary Education

- Experience using school specific IT systems such as SIMON, TAP, EMS360
- Understanding of Child Safe Standards

**Selection Criteria:**

- Demonstrated understanding of, and commitment to the ethos of Damascus College as a Catholic school in the Mercy tradition
- Proven ability to provide high level administrative support in executive administration or a similar administrative support role.
- Ability to prioritise tasks, manage competing deadlines and respond to changing demands in a fast paced environment
- Strong communication, interpersonal and teamwork skills
- Demonstrated high level use of ICT including Microsoft Office suite
- Proven experience in managing sensitive information, maintaining confidentiality at all times in relation to students, staff and school operations