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| Marian College Ararat |  |
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**Principal’s Assistant**

| **Location : Marian College Ararat** |
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| **Classification : Education Support Officer, Category B, Level 3** |
| **Reports to : Principal, Business Manager** |

| **STATEMENT OF DUTIES** | |
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| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Principal’s Assistant** | * Act as first point of contact for calls and contact with the Principal * Maintain Principal’s Calendar, including bookings and meetings * Manage Principals correspondence and record systems. * Coordinate OH&S activities including   + OH&S meetings, inspections, reporting and MSDS’s   + Triage near misses and injuries through Complispace including the reporting of serious incidents/injuries to Worksafe within required time frame.   + Liaise with the designated Leadership Team member to ensure all off-site activities meet child safety and risk requirements.   + Provide staff and Leadership Team with information on OH&S practice and legal requirements. * Provide admin and other support to the Stewardship Committee, including preparing agenda and associated documents, minute taking, bookings and organising catering. * Support Principal/Leadership events, including arranging bookings, catering and accommodation as required. * Assist with the Enrollment process and related publicity. * Provide admin support for College events as required. * Oversee the information requirements of the Colleges VRQA registration including management of the registration module of Complispace * Assist the Principal in administrative matters * Coordinate College and Staff Reviews * Provide backup support to Reception/Administration staff. * Attend staff and leadership meetings as required. * Handle confidential information in an appropriate manner. * Provide hospitality for College/Principal’s guests as required. * Provide administration support for VASS. |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |