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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.
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| **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.
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| **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
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| **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
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| **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
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