



Personal Assistant to Deputy Principals	
AWARD: Victorian Catholic Education Multi-Enterprise Agreement	CLASSIFICATION Education Support Category C Level 3
TERMS OF EMPLOYMENT: Ongoing 8.10am – 4.16pm or by negotiation	ANNUAL LEAVE 7 weeks annual leave (1 week of each term holiday, 4 weeks at Christmas)
REQUIREMENTS: Working with children check	SUPERVISORS Deputy Principal Community Deputy Principal Learning Business Manager

CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

POSITION OBJECTIVE:

This position will be responsible for providing excellent administrative support and highly confidential support services to the College Deputy Principal of Community and Learning.

CORE RESPONSIBILITIES

- Maintain the Deputy Principals’ diaries, coordinate meetings and appointments
- College Managements team – maintain agenda and take minutes
- Assist with the preparation and implementation of the new staff induction process
- Contribute to the Annual School Reviews, including development of documentation and preparation of validation panels.
- Assist in the preparation of Assemblies and Mass in collaboration with the Community Engagement Manager, Catholic Identity Director and DP’s
- Assist in the maintenance of Handbooks and planners for staff and students.
- Support DP’s in general organisation of special events

- Work with Deputy Principals on ongoing projects providing administrative assistance in the form of documentation and organisation where required.

Provide administration support to the College Directors to ensure requirements for Deputy Principal's areas of oversight are completed efficiently and at a high standard.

GENERAL / OTHER DUTIES

- 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.
- Exercise pastoral care in a manner which reflects school values.
- Commit to ongoing professional development activities.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training.
- Attend all relevant school meetings and other applicable events, as required.
- Work from the front office when required.
- Demonstrate professional and collegiate relationships with colleagues.
- Perform other duties as directed by the Deputy Principals or Business Manager

QUALIFICATIONS & REQUIREMENTS

- Qualifications or relevant experience in Administration are desirable, but not essential
- First Aid Certificate HLTF301B - Apply First Aid
- Current Working With Children Check and National Criminal History Check

SKILLS & ATTRIBUTES

- Ability to work as part of a team
- High level verbal and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated administration experience, preferably within an educational setting
- Ability and willingness to accept policy directives

OCCUPATIONAL HEALTH & SAFETY

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.

- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately

<p>Commitment to Child Safety</p>	<p>FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.</p> <p>FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.</p>
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Signed:

(Employee)

Date:
