Caroline Chisholm Catholic College Position Description – Executive Assistant & VASS Support

**CLASSIFICATION: Educational Support**

**REPORTS TO: Deputy Principal (Learning and Teaching)**

The Executive Assistant’s role in the College is to coordinate projects and support the Deputy Principal’s in key administration duties throughout the year and to analyse the College’s Learning Management System data according to the College’s requirements.

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| **Duties** |
| Specifically, the duties include;* Support the Deputy Principal – L & T to manage their workload and activities
* Co-ordinate and maintain the diary of the Deputy Principals including organising appointments and meetings
* Respond to and re-direct emails as appropriate
* General administrative duties as requested by the Deputy Principal, such as printing and completing purchase orders
* Maintain and manage filing system for the Deputy Principal which enables the timely retrieval of documents
* Identify, anticipate and prepare information requirements of the Deputy Principal for meetings, appointments, presentations etc. and follow up inward and outwards requests for information, outstanding reports and correspondence
* Provide a personal and telephone interception service and manage interruptions to support the effective time management of the Deputy Principals
* Prepare agendas, draft minutes for designated project groups and committees as required
* Manage and coordinate College Assemblies – Opening Assembly (Top 20), End of Term Assemblies, Afternoon of Excellence.
* Assist in College events as requested by Deputy Principals, Parent/Teacher Conversations, Information Nights.
* Support data pertaining to the specific roles for the Deputy Principals
* Liaise with College Development Team and Heads of Learning to collate the Course Guide and Course collateral
* Assist with Allwell Testing on behalf of Deputy Principal Learning and Teaching (Grade 6 testing managed by Registrar)
* Assist Elevate workshops on behalf of Deputy Principal Learning and Teaching
* Analyse and interpret data and provide relevant reports
* Assist with VET/VCE VM Administration
* Provide administrative support for VCE Exams
* Maintain VCE, VET and VCE VM student files and information forms
* Keep abreast of College software / data packages
* Assist Director of Curriculum with the Year 7 & 9 Naplan Tests
* Compile statistical data from VASS for Director of Learning Programmes
* Distribution of VCE Certificates
* Support organisation of Year 7-11 In-House exams & Year 12 Practice Exams

**Team Culture*** Positively contribute to building effective team culture throughout the College particularly with the College Administrative Team
* Positive assistance to team members and other teams to successfully achieve tasks within time frames
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| **Key Performance Indicators** |
| * Compass support – request/queries are followed up within a timely manner, resolution or working towards a resolution within a week
* Telephone or email request/queries directed to Deputy Principals are followed up within a timely manner
* Tasks given by Deputy Principals are followed up within a timely manner and completed within given deadline
* Tasks by other members of Leadership on College data are completed within a timely manner
* Formal training of Student Services staff and other administration staff on the extraction and use of data is scheduled and commenced within the current year
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| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.**Other duties as directed by the Principal** |
| **Selection Criteria** |
| * A commitment to Catholic Education
* Appropriate qualifications and/or experience
* Experience in the use of computerised database systems
* Knowledge of Windows based computer applications is essential
* The ability to work under pressure with accuracy
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* Ability to work under limited direct supervision and to exercise discretion within established work practices
* Highly developed oral and written communication and interpersonal skills
* Holds valid Working with Children Check
* National Police Check
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role. |
| Caroline Chisholm Catholic College is a Child Safe School |