



Position title: Executive Assistant to the Principal and Deputy Principal
Reporting to: Principal
Hire Type: Permanent Full-time
Prepared: June 2024

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Service – We work voluntarily to help others without expecting anything in return.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it’s hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Primary Purpose of the Role

The Executive Assistant is responsible for providing secretarial and administrative support to the Principal and Deputy Principal, the day-to-day management of their diaries and responding to all enquiries to the Principal’s office. The Executive Assistant to the Principal and Deputy Principal is expected to embrace the School’s Vision, in relation to public relations and customer service, in all dealings with external clients and organisations and the School’s various community groups and maintain the utmost confidentiality in all interactions.

The Executive Assistant is responsible to the Principal. The Principal is accountable to the School Board of Directors for the management and operations of the School consistent with educational objectives, plans and policies approved by the Board of Directors. It is the responsibility of the Executive Assistant to inform the Principal or Deputy Principal of all enquiries and any potential issues that may arise in the course of the day. The Executive Assistant has a high degree of autonomy in the day to day operations of administrative and secretarial procedures and must demonstrate absolute discretion at all times.

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Provide Secretarial and administrative support to the Principal and Deputy Principal



- Manage the Principal's and Deputy Principal's office and diary, arranging all appointments for staff, parents, students and other stakeholders
- Manage day to day correspondence and composition of documents, letters, emails, etc
- Assist with preparation of submissions, speeches and presentations for addresses, internal and external.
- Liaise daily on work priorities.
- Attend Principal's meetings and Staff Briefings as requested, take minutes and distribute
- Attend Executive Meetings, assist with preparation of agenda and other papers, take minutes and distribute
- Handle all initial telephone enquiries to the Principal and Deputy Principals office and redirect where appropriate
- Attend to enquiries from staff and general public, including media enquiries
- Handle all communication between the School staff and the Principal and Deputy Principal, including staff personal and professional matters
- Support the Principal with matters pertaining to committees outside of the School, for example, AGSV, AHISA
- Support the Deputy Principal with matters pertaining to AGSV – Deputies Committee
- Make any necessary travel arrangements for the Principal and Deputy Principal and other relevant external school visitors
- Co-ordinate strategic planning retreats for the Executive and Directors
- Arrange ad hoc functions involving the Principal or Deputy Principal as required
- Assist the Deputy Principal with the administration of:
 - CJL's PA
 - CJL's PA
 - Director of Bus portfolio
 - Staff Professional Learning & development
 - Coordination of staffing changes communication
 - assisting with the logistics for scheduled special events and assemblies and guest speakers for example Mentone Stories
 - Mental Health First Aid/ Physical Health 1st Aid for staff
 - Purchase Orders / Invoicing as required
 - Overseeing the Awards spreadsheet across Campuses

Other Duties

- Perform various other duties as requested by your manager and / or the School
- Coordinate Operoo and Risk Assessments as required
- Purchase of gifts as required
- CCTV viewing
- Provide support to Campus PA's

Key Relationships - Internal

Principal	Deputy Principal
Board Directors	Director of Business
Staff	School Executive
Parents	Students

Key Relationships - External

Prospective parents and students	Government
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Media	Educational and related authorities
School consultants and agencies	Alumni

Experience, Knowledge & Skills

- Proven Personal Assistant experience at a senior management level and minimum typing speed of 65 wpm
- Experience in minute taking
- A high degree of confidentiality and discretion
- Be adaptable to new and emerging software programs and possess strong IT skills with:
 - Microsoft Office - Word, Excel, and PowerPoint
 - Microsoft Outlook, OneNote, Teams, Adobe Acrobat
 - TASS / TIA
 - Diligent
 - My Alii
- Demonstrated ability to produce high quality correspondence, reports and documents, including excellent writing and proofreading skills
- Excellent interpersonal and communication skills, with an ability to represent the School to a very high standard
- The capacity to deal, on a regular basis, with members of School Board and its Committees, School Executive, line managers, staff, parents and the wider Mentone Grammar Community, demonstrating sound judgement and tact in interpersonal interactions.
- Excellent time management skills, with an ability to prioritise work, be self-directed and show initiative in identifying and dealing with issues that might arise, in an often time-pressured environment
- Excellent personal and professional presentation, in keeping with the Mentone Grammar ethos
- Demonstrated capacity to apply analytical and problem-solving skills to non-routine activities
- A flexible approach to work hours, when required
- A current Employee Working with Children Check
- Polished communication skills with a high attention to detail
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

Qualifications

Required

- Current Employee Working with Children Check
- National Crime Check

Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values



Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.