



ROLE DESCRIPTION Personal Assistant to the Principal/ Enrolment Registrar

Role title:	The Personal Assistant to the Principal/Enrolment Registrar role has responsibilities with significant decision-making responsibility.
Classification:	Business Services, Level 4
School/College:	Marist Regional College
Is responsible to:	Principal
Key relationships:	Principal, Leadership Team, staff, students, parents, visitors, TCEO.

ROLE ACCOUNTABILITY

The Personal Assistant to the Principal/Enrolment Registrar is accountable for coordinating the calendar and administrative needs of the Principal. As Enrolment Register, the incumbent also coordinates all activities in relation to Student Enrolments.

The Personal Assistant to the Principal/Enrolment Registrar works with broad direction, providing specialist support in the areas of responsibility to improve effectiveness and performance, and using discretion, judgement and initiative in performance of the role.

Within the role, the Personal Assistant to the Principal/Enrolment Registrar supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

KEY RESULT AREAS

School administration

- Establish and maintain systems and procedures to ensure the efficient and effective functioning of the principal's office and delivery of customer service excellence.
- Provide executive support and advice to the Principal on complex matters.
- Independently compose letters, word processing and general administration duties and abilities.
- Maintain the principal's calendar and appointments.
- Coordinate and book principal's travel and accommodation arrangements.
- Liaise with parents and the public on behalf of the principal.
- Respond to and screen incoming calls and visitors for the principal.
- Respect and protect staff, student and family privacy and confidentiality.
- Resolve complex issues and complaints with due care, discretion, diligence and sensitivity.
- Prepare and distribute agendas and documents in preparation for meetings.
- Minute taking and distribution for Leadership Team meetings.
- Preparation and distribution of Board minutes and reports.
- Respond to information requests from the TCEO and external agencies.
- Prepare, produce and retain school records in accordance with organisational policies.
- Selection and purchasing of gifts for various college presentations.
- Coordination of invitations to various college functions and associated catering.
- Proof read MRC Year Book (Kalori) and other various publications.

Enrolment Registrar

- Establish proactive, respectful and effective working relationships with key stakeholders.
- Coordinate enrolment interviews.
- Coordinate and participate in student enrolment interview evenings.
- Coordinate and enter all enrolment data.
- Work within timelines to meet deadlines.
- Provide responses within the scope of the role for enrolment enquiries.
- Undertake research and data analysis relevant to the role to identify trends and make recommendations for improvement.
- Provide regular reports and statistics to the principal.

Team effectiveness and collaboration

- Support and assist staff and management teams to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanor at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from the principal to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
 - contribute to safe systems of work.
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Knowledge and experience in coordinating business administration functions in a high paced environment with competing demands.
- Highly proficient with office equipment and use of Microsoft Office suite of applications.
- Able to work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity
- Able to work collegially in a team environment
- Able to apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable, dependable and trustworthy.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information matters.
- Able to undertake research and data analysis.
- Able to manage and resolve conflict in a constructive manner.

SELECTION CRITERIA

Essential

- Current Working with Vulnerable People Registration for Employment or capacity to attain.
- Current and satisfactory National Police Criminal History Check or capacity to attain.
- Experience in a senior Personal Assistant Role.
- Excellent time management and organisational abilities.
- High level proficiency with office equipment and use of Microsoft Office - Word and Excel.
- Experience in the preparation of agendas and documents for meetings and minute taking.
- Ability to maintain integrity and confidentiality when dealing with sensitive information matters.

Desirable

- Experience in Enrolment Registrar role or similar function.
- Tertiary qualifications in Business Administration or other relevant discipline.
- Previous experience in a senior administration role in a secondary school environment.
- Current first aid qualification.
- Current Tasmanian vehicle driver licence.

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Personal Assistant to the Principal/Enrolment Registrar role is located in a busy office area and is subject to interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy.

The role utilises a variety of information and communication technology, office equipment and resources. Some travel may be required. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.