

**Mission Heights Junior College**

**Position Description**

**Principals' Assistant**

**Responsible to:** The Principal and Associate Principal

**Functional Relationships with:**

Senior Leadership, Administrative positions MHJC and MHP, All staff, School Community

**Key Tasks:**

**Provide appropriate support to Principal and Associate Principal in all aspects of their work.**

**Overseeing the running of Administrations Staff and processing of college payroll.**

**Manage administrative tasks for Principal and Associate Principal**

* Manage electronic diaries and initial contact for the Principal and Associate Principal and schedule appointments
* General secretarial Duties ( ie drafting, typing, preparation of documents )
* Sort mail with the Principal and distribute daily.
* Distribute information digitally to staff, parents students
* Communicate regularly and effectively with the Principal and AP to ensure that tasks are completed as required.
* Schedule, flag and monitor recurring tasks requiring attention by the Principal and Associate Principal to ensure timely and effective completion.
* Produce meeting minutes, agendas etc to a high standard
* Organise travel, accommodation , events, catering
* Maintain confidential records and documentation and maintain strict confidentiality in all aspects of the role
* Maintain effective communication throughout Mission Heights Junior College and with external individuals and organisations. Answer queries both internally and externally and assist with web site
* Deliver and contribute to projects as required.

**Act as Secretary to the BOT**

* Attendance at meetings to take minutes,
* Correspondence
* Preparation of all BOT documents

**College Payroll**

* Keep accurate and up to date personnel records of all staff
* Record and process fortnightly payroll and send to Novopay
* Along with the Principal, check payroll reports to make sure they are accurate and correct.

**Management of Administration Staff**

* Manage and support staff in Reception, Student Services and Finance areas.

**Other Duties as required**

All duties relating to the smooth and effective running of the administration of Mission Heights Junior College are effectively supported. Communication is promoted and liaison is always appropriate and polite.

It is expected that, as a key representative of the Principal and Associate Principal, the Principals’ Assistant will promote the good reputation of the school and not act in any way whereby the goodwill and reputation of the school may be prejudicially affected. This includes public comment or opinion on any matter relating to the school.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission Heights Junior College**

**Person Specification**

**Executive Secretary**

Relationships

* Recognises the importance of serving our school community. Has an understanding of the school culture and loyalty to it.
* A genuine liking for young people
* A warm and cheerful manner.

Planning

* Develops and manages plans to best achieve objectives
* Skilled at scheduling and planning to allow managed workload for self and others

Action orientated

* Ability to set goals and achieve them to deadlines. Can multi task.
* A positive and enthusiastic approach to people and tasks.

Perseverance \_

* Has the courage to keep going and use different approaches to achieve outcomes.
* Uses initiative and displays an ability to remain positive and be productive under pressure

Problem Solving

* Ability to clearly define the issue and select the most appropriate solution.
* An ability to evaluate and prioritise tasks.
* Manages peoples' expectations well and finds appropriate solutions to issues.

Future Focussed

* A willingness to work in an intensively digital work environment. High level of proficiency with word processing, spreadsheets and a willingness to become proficient with school specific software.
* A willingness to learn and embrace new ways of doing things