

POSITION DESCRIPTION

PA TO THE HEAD OF JUNIOR SCHOOL

Position Title	PA to the Head of Junior School
Reporting to	Head of Junior School
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl's school educating students from Early Learning through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible, and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our school culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Role Purpose:

The Personal Assistant will coordinate a range of administrative and organisational support to the Head of Junior School. This role also coordinates, on behalf of the Head of Junior School, the processes that ensure all teaching and support staff within the Junior School have access to any required resources to fully support and assist specific curriculum requirements, activities, project initiatives and/or special events.

Key Areas of Responsibility:

- Provide a range of administrative and secretarial support services to the Head of Junior School in a timely and effective manner, including but not limited to:
 - Calendar and email management.
 - Preparing, editing and distributing professional-standard written material, including correspondence, reports, presentations and publications.
 - Organising meetings and a range of events, conferences, functions and on behalf of the Head of Junior School or their direct reports.
- Manage student records, enrolment and timetables and update information as required.
- Provide administrative support for meetings and committees, including scheduling, managing calendars, preparing and distributing agendas, minutes and follow up work as required.
- Prepare and distribute reports, confidential correspondence, and letters.
- Be responsible for administering the Junior School Calendars across all platforms.
- Assist the Head of Junior School in the preparation of student materials to support any curricular initiatives and projects. This may also include the preparation of professional learning materials for workshops, student workbooks, programs and/or course outlines developed and supported by the Head of Junior School.
- Assist the Head of Junior School in preparation for annual NAPLAN testing for relevant year groups.
- Respond to queries and act as the key liaison with students requiring support for a wide range of needs.
- Support the ongoing improvement of administrative systems, processes and practices for the operations of the School in collaboration with colleagues.
- Direct or delegate enquiries in line with School structures and policies where appropriate.
- Any other duties as requested by the Heads of School and/or Principal.

Key Requirements:

Qualifications and Experience

- Formal qualifications in the field of expertise for this role and/or demonstrated experience as a proactive, service-oriented Executive Assistant.
- Extensive organisational and time management experience and capability - determine priorities, anticipate conflicts and deliver to competing deadlines.
- Experience demonstrating a collaborative, enthusiastic and inclusive approach to work and a strong ability to build relationships based on trust.
- Demonstrated project coordination experience engaging stakeholders, communicating, establishing and driving results, and measuring outcomes.
- High proficiency in Microsoft 365 and ability to learn new platforms.

Personal Qualities

- Personal sense of initiative, enthusiasm, and high energy.
- Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy.
- Commitment to high quality outcomes, including an attention to detail, the ability to collate and analyse information from a wide range of sources, and an ability to relate tasks to the wider context.
- Highly developed communication skills with extensive experience preparing correspondence, agendas, minutes, briefs, and responding to enquiries autonomously.
- Outstanding organisational skills, planning, analytical and high order thinking capabilities.
- A flexible approach to work and being adept at prioritising, remaining calm under pressure and managing multiple tasks to meet strict deadlines.
- Demonstrated problem solving capabilities – the ability to identify effective solutions, anticipate needs, manage competing priorities and adeptly manage stakeholders.
- Has close alignment with the values of the school and an ability to engage with students and colleagues with kindness and a generosity of spirit.

Conditions

- Some out of hours' work is an essential component of this role.
- Work from any other metropolitan location as required.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training.

Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: