



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Personal Assistant to the Deputy Principal (Pastoral, Students and Staff)
Position Status:	Full-time, ongoing
Classification:	Level 6 - 7, depending upon experience, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
Annual Leave:	5 weeks' annual leave to be taken during term break (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Deputy Principal (Pastoral, Students and Staff). All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Presbyterian Ladies' College Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College. All staff must commit to a culture that supports and embraces Child Safe Standards.

Position Overview

The PA to the Deputy Principal (Pastoral, Students and Staff) will provide high-level, confidential administrative support to the Deputy Principal, working autonomously, to represent the Deputy Principal and the College to internal and external stakeholders and to assist the Deputy Principal to remain accessible for matters that require direct involvement. The PA to the Deputy Principal upholds the highest level of reliability and trust and represents the College with self-confidence, discretion and discernment.

Key Responsibilities:

Communication

- communicate directly, and on behalf of the Deputy Principal with members of the Executive and other staff and key stakeholders



PLC is an accredited International Baccalaureate (IB) School

ABN 16 005 650 386 CRICOS No. 00334M

141 Burwood Highway
Burwood Victoria 3125 Australia
Telephone + 613 9808 5811
Facsimile + 613 9808 5998
Email enquiries@plc.vic.edu.au
www.plc.vic.edu.au

Principal
Cheryl Penberthy
MEEd BEEd MACE

- employ high level communication skills to draft and disseminate correspondence as approved by the Deputy Principal
- develop and populate student data bases to ensure effective record keeping
- prepare agendas and record and disseminate minutes of meetings in a timely manner with acute attention to file maintenance
- when needed, prepare agendas and record and disseminate minutes of meetings in a timely manner with acute attention to file maintenance
- sort, distribute, handle and respond as appropriate, the Deputy Principal's email and mail
- build and sustain positive relationships with staff, parents, students and other members of the College community

Organisation

- manage their own work flow, as well as that of the Deputy Principal, in an efficient and effective manner
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- liaise with the Director of Admissions to arrange enrolment interviews
- liaise with the HR Department to arrange employment interviews and set-up for Senior School and Boarding Staff
- take reasonable care of one's own health and safety and the health and safety of others, and comply with any reasonable instructions, policies and procedures

Administration

- manage the Deputy Principal's diary including the coordination of meetings, appointments, interviews and travel requirements
- provide oversight of service to ensure access to the Deputy Principal's time and office is appropriate
- plan and coordinate the Deputy Principal's schedule
- work closely with the Deputy Principal to keep her informed of upcoming commitments and responsibilities, following up appropriately
- ensure that the Deputy Principal is well prepared for meetings
- manage the leave schedule for Senior School teaching and administrative staff
- compose letters and emails communicating to members of the College community
- assist with the preparation of presentations
- develop a working understanding of the Boarding House including staff and operations
- maintain a sense of the issues taking place in the environment, keeping the Deputy Principal updated
- research, prioritise and follow up on incoming issues, requests and complaints addressed to the Deputy Principal, including those of a sensitive and confidential nature
- determine appropriate course of action, referral or response with efficiency, diplomacy and initiative in readiness for the Deputy Principal to manage the situation

- use discretion and judgement in the absence of the Deputy Principal to manage or refer urgent matters to the appropriate Senior Staff members
- welcome College visitors with openness and always aiming to best meet their needs
- book rooms, equipment, travel and accommodation as per the Deputy Principal's commitments and ensure relevant documents are collated for onsite and offsite meetings
- organise and oversee functions hosted by the Deputy Principal
- undertake other appropriate assignments as directed by the Deputy Principal

Public Relations

- host the Deputy Principal's visitors
- assist with community relations and functions, in particular Parent groups
- organise catering for special events
- assist with the oversight of College publications to ensure accuracy and quality
- liaise with senior student leaders with regard to their portfolio duties

Other Duties

- as directed by the Deputy Principal including where necessary assistance to other Senior Executive members

Knowledge, Skills and Experience:

- excellent communication skills both written and verbal, including minute-taking experience
- strong interpersonal and relationship building skills and a customer service focus
- excellent time management skills with an ability to prioritise tasks and meet deadlines
- high level attention to detail, ensuring accuracy of information in documentation
- superior organisation and planning skills
- demonstrated initiative and strong problem-solving skills with an ability to improve processes and practices
- high level computer skills with MS Office; experience with Synergetic database an advantage
- good research skills
- previous experience in a similar role involving exercise of discretion, tact and judgement
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community
- it is highly likely that the successful applicant will be tertiary qualified

Personal Attributes:

- warm, welcoming and friendly personality, able to empathise with members of the College community with a high degree of confidentiality
- ability to work independently and collaboratively as required
- ability to cope with constant interruptions
- calm under pressure
- ability to identify areas in operating systems that require change
- genuine interest in supporting the Deputy Principal to achieve the mission, values and goals of the College
- a commitment to ongoing professional learning and growth in skills

Essential Attributes:

- exceptional communication skills displaying sensitivity and discretion
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- a warm, positive and considerate manner
- confidentiality

The successful applicant will be able to demonstrate a commitment to continual upgrade of personal skills and qualifications.

Qualifications / Registrations:

- Current Working with Children Check (Employee), essential
- University degree, desirable

Key Relationships:

- Senior School Teachers and Staff

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff are required to:

- uphold the values and actively support the Christian ethos of the College

- be active participants in the College's pastoral care system and to actively support Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events
- participate in co-curricular programs and outdoor education, attending a week long (5 day) camp each year
- undertake all rostered duties
- develop and maintain professional relationships with colleagues
- adhere to all College policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

In attending to child safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

In attending to Occupational Health and Safety all staff must:

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account

the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

Mrs Cheryl Penberthy

Principal

October 2020

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.