Job Description for Executive Assistant

Our Vision
Seeking the Kingdom of God in Education

Our Mission
We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

Preamble
Mount Evelyn Christian School's (MECS or “the School”) educational objectives are encapsulated in the School’s Mission and Vision and more specifically in the Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living). The School is a member of the umbrella organisation Christian Education National (www.cen.edu.au).

The heart of employment arrangements is to establish a dynamic, Christ-centred and mutually supportive framework between the Executive Assistant and the School (through its appropriate leadership personnel) to assist in the ongoing establishment and furtherance of its mission and vision.

The relationship between the School and the Executive Assistant shall be characterised by love, humility and service as taught in the Scriptures. Both share a common mission and a confidence that each will act in the best interests of the other in order that God’s Kingdom may be advanced.

Employment arrangements between the School and the Executive Assistant presuppose a biblical view of all offices which allows every person, by virtue of being a representative of God, to hold one or more offices to serve the lord, and for which special competence has been given by the Lord. All such offices acknowledge an appropriate God given authority, which is also recognised, respected and upheld by the school community. These arrangements also presuppose that such arrangements between Christians shall reflect the commitment to one another’s welfare, sense of justice and desire to encourage what is taught in the Scriptures. These arrangements are between brothers and sisters in Christ, who recognize the gifts and roles of one another, and who desire that these gifts and roles can be exercised confidently and effectively for the benefit of the whole community.

Primary Task
The Executive Assistant:

- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the School (as articulated by the Board) and serve within the authority of the Student Services Assistant’s office to assist in the realisation of this direction.

Job Description
The primary task of the Executive Assistant is to support the work of the Principal, Administration Manager and Deputy Principal.
Job Details

Responsible to Principal

Time Fraction 0.5 FTE (over 5 days, times to be negotiated)

Holidays 4 weeks annual leave, 6 weeks unpaid leave to be taken in school holidays

Conditions Level 4 under the Educational Services (Schools) General Staff Award 2010, and the National Employment Standards (NES) within the Fair Work Act 2009

Tasks Included

- Diary management
- Correspondence management
- Administrative support – printing, document preparation, proof reading
- Scheduling enrolment interviews in liaison with the Community Relations Officers and School Services Manager
- Produce and distribute Spike and other staff communication
- Board Liaison inc reports, printing for meetings, and other logistical matters
- Assist with compliance matters – census days, WWCC, chaplaincy reporting, annual report
- Support risk management processes
- Update the Emergency management plan as required
- Facilitate disaster recovery processes as directed by the Executive
- Canteen LiaisonCEN Conference liaison
- File and document management – both electronic and hard copy
- Provide support in researching issues for the Executive
- Any other tasks requested by Principal, Administration Manager or Deputy Principal

Personal Attributes

The Executive Assistant must:

- be efficient and organised
- be flexible
- demonstrate initiative
- demonstrate attention to detail
- work well under pressure
- respect confidentiality

The Executive Assistant must possess the following:

- effective communication skills
- the ability to prioritise
- high level document editing and proof reading skills
- strong interpersonal skills
- the ability to work effectively in a team
- the ability to interpret legal regulations and other similar technical written material
- high level computer literacy skills
  - MS Office – especially Word, Excel
  - Document publishing
  - Email and calendar with various software