

Position Description

Employment Type:	Permanent Part-Time
Normal Hours:	37.5 hours per week/ 41 weeks of the year
Classification:	Business Support Level 3
Area of Responsibility:	Heads of School
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Head of Senior School/Head of Middle School

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

This role provides comprehensive support to the Heads of School by combining personal assistance, administrative tasks, and event management. It plays a critical part in ensuring the efficient and seamless daily operations of the Heads of School and their teams. Additionally, it contributes to the administration and management of projects within the scope of the Heads of School.

Working Relationships

The direct reporting line is to the Head of Senior School and Head of Middle School, and this role works closely with their direct reports.

Liaison with a wide range of stakeholders both internally and externally, including leaders, teaching and business support staff and members of the St John's Grammar and wider community.

Position Responsibilities:

The Personal Assistant to Heads of School is responsible for:

- Event Coordination – Events within the Head of School/Assistant Head of School remit (assemblies, Middle and Senior school events, Formal, Ski Trip, Vietnam, Graduation, Parent Events, Valedictory, staff meetings, student led events and interschool events).
- Diary and email management for Heads of School.
- Minute taking, agendas and meeting preparation.
- Effective coordination of data provided for school performance measures.

- Preparation of parent communication.
 - Provide coordination and administration assistance to all aspects within the Heads of School remit:
 - Administration Student Excursions (Consent 2 Go)
 - Maintenance of information in school family database
 - Monitoring the review of relevant policies within the risk profile assigned to the HOS/AHOS
 - Administrative assistance with international / interstate travel arrangements
 - Support to Student Services as required including First Aid.
 - General tasks as required.
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Candidate Profile

Qualifications

Essential

- Certificate in Administration/Events Management or equivalent skills and knowledge gained through relevant experience
- WWCC and Responding to Risk of Harm, Abuse and Neglect (RRHAN) - if these are not current, the school will provide the resources to complete them.

Preferred

- Provide First Aid Qualifications
- Previous experience working in an education environment, but not essential.

Experience

Essential

- Prior experience in an Executive Assistant or Personal Assistant role
- Demonstrated experience in working in a fast paced busy environment with competing priorities
- Demonstrated competency in the computing environment including an advanced knowledge word processing, publishing, spreadsheet and database packages.
- Proven ability to recognise and discreetly manage confidential matters, demonstrate integrity when responding to sensitive / high level issues.

Preferred

- Experience utilising Synergetic.

Skills and Abilities

- Ability to develop positive working relationships with all internal and external stakeholders and clients.
- Demonstrated organisational and/or event coordination skills with a customer service orientation.
- Excellent communication and interpersonal skills.
- An eye for detail.
- Maintain the highest professional standards in presenting an appropriate image of the School.
- A nous for process improvement to ensure efficient and effective processes and procedures.
- Advanced skills in the computing environment including an advanced knowledge of word processing, publishing, spreadsheet and database packages.
- Ability to exercise judgement and initiative to resolve issues.
- Demonstration ability to ensure all assigned tasks and projects are completed within the established deadlines, maintaining high standards of quality and accuracy.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work-related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- Some out of hours work may be required from time to time.
 - Driver's licence and access to own transport is essential.
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R Anderson

PRINCIPAL

St John's Grammar School

April 2025

