



Executive Assistant/Office Manager

Key Reports	Head of Primary and Director of Corporate Services
FTE	Full-time, ongoing
Classification	Level 5 Southern Cross Grammar EBA

Purpose of the Role

The Executive Assistant /Office Manager (Primary School) will operate within a close-knit team environment, ensuring the Primary School Office is running smoothly day to day. The role is responsible for a range of administrative, operational and customer service-based tasks and will have daily interactions with students, parents and staff within the Primary School.

Key Aspects of the Role

Executive Assistant for Head of Primary

- provide executive and administrative support to the Head of Primary in determining priority issues as they arise, and working with discretion, diplomacy and confidentiality
- coordinate meetings, appointments and diary for the Head of Primary
- receive, review and prioritise all correspondence for the Head of Primary and draft and edit substantial correspondence and reports, including matters of a highly confidential nature
- coordinate with the Head of Operations for extracurricular activities including liaising with external providers, maintaining attendance lists, receiving and administering return forms and collecting Working With Children Checks and insurance documentation
- coordinate Primary School events

Office Manager

- work within a team to ensure the smooth running of the Primary School Office and Reception
- provide cover at Reception as required
- coordinate and communicate information in an ongoing manner with administration staff so that knowledge is shared
- ensure that staff, parents and students receive correct information at all times
- work with the Head of Primary and Corporate Services to ensure currency of student records
- oversee Reception and School Nurse absences for illness, excursions or other reasons, and the sourcing of appropriate cover
- Ensure student attendance records are accurately maintained
- Provide assistance as required to the Registrar for Primary School student enrolments
- willingness to undertake other duties as reasonably requested by the Principal.



Key Contacts

- Head of Primary and Deputy Head of Primary
- Director of Corporate Services
- Reception and Nursing Staff
- Head of Operations
- Registrar

Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the school's health and safety policies and procedures
- participate Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

All staff are required to:

- provide students with a child safe environment
- proactively monitor and support student wellbeing
- have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety
- undertake training to maintain compliance with all child safety legislation, standards and regulations.

Key Capabilities

- confident in working autonomously and in a team setting to produce quality outcomes
- clear sense of initiative, personal integrity, confidentiality and accountability
- exemplary interpersonal skills including negotiation, influencing, conflict resolution and active listening
- high level written and verbal communication skills including attention to detail and accuracy
- high level problem solving skills
- excellent planning and organisational skills
- effective time management skills and ability to think creatively to manage competing priorities and delegate efficiently to meet deadlines
- confidence in providing information to students, parents, staff and the general public.



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Conditions of Employment

- Southern Cross Grammar is an equal opportunity employer
- Completion of a relevant qualification or an equivalent combination of relevant Human Resources experience and education/training
- Current Working with Children Check
- Salary packaging benefits, professional learning opportunities
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- Current Level 2 First Aid, CPR, Asthma and Anaphylaxis Certificates or willingness to undertake.