

PRINCIPAL'S ASSISTANT ST JOHN'S CAMPUS

Reporting to: The Principal St John's Campus

Location: St John's Campus, 20 Highgate Street, Highgate

Classification: As determined by the College within the current *Lutheran Schools SA Enterprise Agreement 2024*.

Tenure: Ongoing

Conditions: 37.5 hours per week, 44 weeks per year (39 term weeks plus five additional weeks).

This role receives a First Aid Allowance.

Flexibility toward work schedules and requirements including being available to work extra or varied hours will be required.

Role Description

The Principal's Assistant will be responsible for the efficient running of the Campus Principal's office, providing excellent administrative support and highly confidential secretarial services. The PA will demonstrate a strong commitment to Concordia's vision of excellence in Christian education, and will present welcoming, professional assistance to Concordia families, staff, members of the College executive and governing bodies and to the wider school community.

Essential Requirements

- Relevant qualifications and experience appropriate to the role
- a demonstrated commitment to ongoing professional growth through school-based initiatives, short courses, or other relevant development opportunities
- experience in using contemporary digital technologies
- current Working with Children Check and RRHAN-EC
- First Aid accreditation

Selection Criteria

Skills and Experience

- Demonstrated experience in a Personal Assistant or similar role, preferably in a school or education environment.
- Experience in planning, prioritising, managing the Campus Principal’s diary, providing alerts in relation to events, and other responsibilities and appointments.
- Experience in exercising initiative and judgment, particularly in sensitive and/or high work pressure situations.
- Experience in anticipating needs and providing timely advice on administrative and day-to-day time management matters relating to the responsibilities of the Campus Principal.
- Excellent communication and interpersonal skills, with the ability to interact professionally with students, parents, staff and visitors.
- Strong organisational skills with the ability to prioritise tasks and manage multiple responsibilities in a busy environment.
- High level of accuracy and attention to detail.
- Demonstrated ability to remain calm, professional and solution-focused during busy or challenging situations.
- Strong digital technology skills and experience using Microsoft Office and other administrative systems.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Demonstrated ability to work collaboratively as part of a team while also working independently when required.
- Commitment to providing high quality customer service and creating a welcoming environment.
- Professional presentation and a friendly, approachable manner.
- Current First Aid qualification or willingness to obtain.
- A commitment to supporting the ethos and values of the College.

Culture

- Demonstrates, expects and communicates behaviours that reflect the values and culture of the College
- Has an understanding of and demonstrates a strong commitment to the ethos and practice of Lutheran schooling and Christian living
- Establishes and maintains high expectations of staff and students
- Acknowledges successes and encourages collegiate support
- Contributes to College-wide initiatives

Competencies

- A lateral thinker and positive problem solver
- Shows professional judgement and initiative
- Strong knowledge of Microsoft O365, SEQTA, Synergetic, or a similar database
- Provides effective day-to-day support
- Appropriate knowledge of relevant digital technologies

Personal Qualities

- Motivates and influences through exceptional communication and collaboration
 - Demonstrates excellent professional judgement, composure and resilience when faced with challenge
 - Openness to change and improvement
 - Ability to work in a demanding role, including working out of normal hours
 - Projects positivity and displays genuine enthusiasm and optimism
 - A positive, can-do attitude and willingness to contribute to the wider life of the school community
 - Consistently shows support for school wide policy initiatives and strategic plans, both within and outside the College
 - Displays personal integrity, honesty, resilience and courage
-