

PERSONAL ASSISTANT TO BUSINESS MANAGER

Professional Duties Statement

Reports to:	Business Manager
Classification:	Full Time
Key Liaisons:	Staff, Council, External Community

Position Context:

Personal Assistant to Business Manager is a valuable member of the School team. They are professional staff members who have particular skills in most administrative areas of the School.

This Professional Duties Statement attempts to capture duties indicative of the day to day role of the Personal Assistant to Business Manager. Given the dynamic nature of the school environment, the Principal reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

St Hilda's holds a reputation of holistic excellence and staff work in a vibrant educational community. Our expectation is that staff will maintain the School's high standards and strive to achieve excellence in all that they do.

Key Responsibilities and Duties:

- Act as Personal Assistant to Business Manager
- Act as Second Assistant to Principal and Dean of Staff in the absence of the Executive Assistant

Administration

- Manage Business Manager's Diary
- Open and processing of daily mail
- Distribute all general St Hilda's mail received
- Maintain Business Manager's files
- General Correspondence from Business Manager's Office
- Manage all incoming emails to the St Hilda's inbox
- Maintain the School's Art Register
- Process and monitor all insurance claims for the School, including student injury claims
- Act as back up for Central Records Officer in her absence and during School Holiday periods
- Maintain the School Mobile Phones, including upgrading handsets and replacing handsets and sim cards where and when required
- Managing Book-it for areas locked to general staff for booking
- Update information on Complispace and SharePoint as and when required to keep it current
- Reception relief

Council

- Prepare Agendas for Council and Sub-Committee meetings on a monthly basis
- Prepare and distribute papers for all Council and Sub-Committee meetings on a monthly basis
- Attend and act as Minute Secretary for all Council, Building & Grounds, Finance and Foundation meetings

- Prepare meeting calendar for Council and Sub-Committees annually
- Prepare Council Induction Files
- Write correspondence for the Chair of Council as and when required
- Maintain and update Minute Book and the Resolutions Register from all Council Meetings
- Set up and clear tea/coffee facilities for Council and sub-committee meetings
- Arrange AV equipment as and when required for meetings
- Arrange Council Dinner every two years and Council BBQ each February

Facilities

- Maintain the Schools Key system and allocation of keys to staff and contractors. Includes the ordering of extra keys and changing/re-keying of locks where and when required
- Maintain the Schools Security System and allocation of access to certain buildings and areas via alarm codes and swipe cards
- General administration duties for Facilities Manager, example: written communications to contractors
- Coordinate external hire of School facilities, excluding the PAC and Swimming Pool
- Report any facility breakdowns and requests made by staff to the Facilities Manager
- Maintain School Flags, organise repairs or purchase of new flags when required

Functions/Events

- Organisation of Staff Christmas Lunch
- Signing off and distribution of all Function/Event Forms
- Liaising with function coordinators in the event that the function form is not completed properly

Human Resources

- Advertising for all vacant Operational Staff positions on Seek, School Website, AISWA Website and other websites as required
- Compiling files of applicants for Management to shortlist
- Responding to all applicants thanking them for their application
- Contacting candidates for interview
- Preparing contracts and paperwork for all new staff
- Maintaining the School's Working with Children Check register for all Operational and casual/relief staff
- Distribution of all required forms and papers for new staff both contract, casual and relief
- Maintaining all staff information on the School Database to ensure correct records are kept
- Maintaining Operational staff personnel files
- Distribution of new staff documentation to Payroll and Health Centre where required
- Arrange Probation interviews for staff
- Arrange and distribute Performance Management Review documentation
- General correspondence for operational staff
- Staff set up on school database and arrange new staff logins etc with Helpdesk
- Order all staff Name Badges
- Researching Professional Learning opportunities for Operational Staff as and when required
- Booking Professional Learning Courses for Operational Staff including flights and accommodation where necessary
- Manage Workers Compensation Claims and liaise with Zurich, staff and doctors surgeries where required

- Inform staff of when their Long Service Leave entitlement is due and follow up with them on plans for taking their leave

ICT Related

- Coordinate and assist with Intillismart updates/changes and terminal set ups including staff logins and access requirements
- Training of staff on the use of Intillismart
- Initiate and update IT Email user groups for all operational staff
- Print and distribute all printing cards to staff and link to Papercut

Policies

- Maintain register of Policies and Procedures
- Update Policies and Procedures where required by the School Executive
- Upload all finalised/updated policies and procedure to SharePoint/Complispace/School Website

Student Related

- Oversee and administration of School Honour Boards
- Distribute My Student Account information to all new families at the beginning of the year and throughout the year to enable them to set up accounts for their children for online lunch orders
- Setting up of the allocation of printing funds for students for the beginning of each term via papercut

Skills, Abilities and Personal Attributes

- Strong IT Skills across a variety of programs
- Exposure to HR and Payroll processes
- Ability to establish and maintain required workflows and processes
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internal and external to the School
- Experience in minute taking
- Absolute discretion when dealing with confidential information
- Initiative, flexibility and reliability
- Ability to work under pressure
- Good time management skills

Additional Requirements

- Area Warden duties in case of Emergency Evacuations