

CAPE BYRON RUDOLF STEINER SCHOOL INC
POSITION DESCRIPTION: P.A to the Principal

Title: P.A to the Principal
Direct Reports: Principal
Indirect Reports: HR /Office Manager
Employment Status: Full Time
Salary Classification: Clerical & Administrative Staff; Clerical Officer Level 2
Award: Independent Schools NSW (Support & Operational Staff) Multi-Enterprise Agreement 2017
Purpose of Position: The Principal's assistant is responsible for working directly in an administrative support role to the Principal providing confidential secretarial services.
Location: Balraith Lane, Ewingsdale

Duties and responsibilities:

- Provide administration / secretarial support as directed by the Principal, this includes:
 - a. Organising correspondence including the management of email account and calendar for the Principal
 - b. Make appointments, organise travel and accommodation for the Principal
 - c. Assist Principal with monitoring and administration of Teacher Registration requirements
 - d. Maintain and update *Staff Handbook*
 - e. Minute taking for meetings; as requested and mutually agreed
 - f. File Management – prompt filing of documents, correspondence
- Assist the Camps & Excursions coordinator with overflow, to ensure all associated documents are finalised
- Assist Principal in preparation of documentation for Board Meetings
- Setup and catering for in-house school functions and meetings
- Liaise with the Principal to coordinate and organise the annual staff retreat, teacher PL days and staff Christmas party
- Coordinate annual CPR training for staff
- Provide reception and front line back up support as needed
- Ensure a professional appearance daily, of all areas including: Reception, Interview and Meeting Rooms and the Sick Bay
- Collect and maintain records for members of the Association Register
- Maintain Incident / Accident report folder for Staff and Students, ensuring a copy is given to the Principal and HR
- Undertake special project work as directed by the Principal
- Maintain Policy Review Register
- Order Printed letterhead paper and envelopes
- Maintain copiers and printers in the administration and high school areas


- Other duties as requested by the Principal

ESSENTIAL CRITERIA

- Excellent and communication skills (written and oral) and telephone presentation
- Demonstrated experience to work in a busy office environment and priorities workload
- Excellent time management skills
- Advanced knowledge with MS Office, Gmail and internet
- Ability to interact with children in a calm and confident manner
- Must be highly organised and self-motivated with an eye for detail
- Ability to work autonomously in a small team environment
- Demonstrated ability to act in a confidential and professional manner at all times
- Must have a current driver's license
- Will have completed, or be prepared to complete First Aid training to the level of *Provide First Aid*
- NSW Working with Children Check

DESIRABLE CRITERIA

- Previous experience in an educational environment
- Understanding of Steiner principles

SMG Approved:	
Date approved:	<i>23rd October 2017</i>
Reviewed:	<i>23rd October 2017</i>