

Lutheran School Wagga Wagga

Position Description – Executive Assistant



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| Title of Position: | Executive Assistant |
| Responsible to: | Principal |

1. GENERAL ACCOUNTABILITIES

As an employee of Lutheran School Wagga Wagga, the Executive Assistant is required to:

- 1.1. Exhibit behaviour through word and action that reflects the ethos and Christian foundations of the school.
- 1.2. Abide by the school's Professional Conduct Standards and Code of Conduct for Employees.
- 1.3. Be familiar with and follow school policies and procedures.
- 1.4. Establish and maintain positive relationships with colleagues, students and parents.
- 1.5. Ensure that behaviour towards, and relationships with, students reflect proper standards of care and are not unlawful.
- 1.6. Carry out work responsibilities to the best of their ability and in a safe manner as outlined in the school's Workplace Health and Safety Policy.
- 1.7. Reflect on their work performance and seek further training or professional development opportunities to update knowledge and skills.

2. SPECIFIC ACCOUNTABILITIES

2.1. Role

The Executive Assistant provides administrative support to the Principal and Executive Team on a day-to-day basis and works to perform a range of duties that, in combination with the Principal, provides exceptional service and engagement for all stakeholders who deal with the Principal. The Executive Assistant has responsibility for the following broad areas:

- 2.1.1. Principal's Personal Assistant
- 2.1.2. Assistant to the Executive Team
- 2.1.3. Enrolments
- 2.1.4. School Communication and Marketing

3. DUTIES

The Executive Assistant will:

3.1. **Principal's Personal Assistant**

- 3.1.1. Manage the Principal's diary and coordinate appointments
- 3.1.2. Screen all telephone calls directed to the Principal
- 3.1.3. Manage all general correspondence with the school and Principal including administration emails
- 3.1.4. Undertake secretarial duties as requested by the Principal, including careful proofreading of all letters, newsletters, marketing materials, awards and other documents that include school branding
- 3.1.5. Assist with recruitment processes including advertising, responding to enquiries, preparing documents, arranging interview appointments.
- 3.1.6. Follow up with families throughout the enrolment process

- 3.1.7. Undertake research for the Principal as required
- 3.1.8. Assist with School Board matters including preparation and distribution of materials to Board members, attending Board meetings as minute secretary and maintaining records/registers/policy documents.
- 3.1.9. Maintain the Policy Folder of current Board approved school policies.

3.2. Assistant to the Executive Team

- 3.2.1. Arrange appointments for Principal and key staff involving parents and outside agencies
- 3.2.2. Attend and minute Executive Team meetings
- 3.2.3. Manage documents and digital files
- 3.2.4. Coordinate bookings for the boardroom, hall/chapel and oval
- 3.2.5. Coordinate parent teacher reporting meeting bookings
- 3.2.6. Maintain the register of parent volunteers in conjunction with the Deputy Principal
- 3.2.7. Assist with front of office duties (phone calls, inquiries, first aid/sick bay, receipting fee payments) as required

3.3. Enrolments

- 3.3.1. Attend to all enquiries about enrolments
- 3.3.2. Forward Prospectus and other relevant material to prospective families
- 3.3.3. Arrange meetings/tours for new parents, prospective applicants and others as required
- 3.3.4. Liaise with local early learning centres regarding enrolment information, parent information sessions and other opportunities in which to engage parents of possible future enrolments
- 3.3.5. Manage documentation and communication with prospective parents relating to admission procedures, including the update and maintenance of waiting lists. Place newly enrolled students in sporting houses and class rolls
- 3.3.6. Maintain enrolment, student and family data
- 3.3.7. Maintain student medical information including immunisation records and medical alerts
- 3.3.8. Assist with advertisement and preparation for student transition days and information evenings
- 3.3.9. Advise and update staff on enrolment changes, class lists and relevant student/family information

3.4. School Communication and Marketing

- 3.4.1. Prepare school publications including, but not limited to, weekly newsletter, staff and parent handbooks, prospectus, annual report, uniform list, canteen menu, event programs and awards, and other branded documents
- 3.4.2. Manage and monitor the school sign, school app/website/social media and associated online calendars
- 3.4.3. Coordinate formal school events (bookings, programs, arrangements) including Information Nights, Open Day and Team 6 Graduation and Service
- 3.4.4. Coordinate school photographer (booking, follow-up)
- 3.4.5. Coordinate and follow-up of various promotional initiatives and activities in relation to the promotion of the school including, but not limited to, advertising and media releases to newspaper, radio and television
- 3.4.6. Undertake written and verbal communication with current and future parents, and the wider community, to promote the activities of the school
- 3.4.7. Supervise the use of the school logo and branding to ensure consistency and appropriate usage