

# Lutheran School Wagga Wagga



## POSITION OUTLINE

**Title of Position:** Executive Assistant  
**Type of Appointment:** Full time (Ongoing Contract)  
**Commencement:** 15 June 2021

### Our School

Lutheran School Wagga Wagga is a double-streamed coeducational Christian school with a current enrolment of 325 students in Kindergarten to Year 6. It was established in 1982 by the Bethlehem Lutheran Church in Wagga Wagga to provide a mission avenue for the church while at the same time providing excellence in education.

As a school of the Lutheran Church of Australia we have our own particular ethos and philosophy. The role of teacher in a Lutheran School is a unique one providing both excellence in education and witness to the mission of the school. As a staff member you are asked to identify with, uphold and promote the Christian ethos of Lutheran School and therefore it is a requirement that you will take part in staff devotions and other staff worship or spiritual retreat days as required.

### Our Mission Statement

The mission of Lutheran School is:

'To work under God in partnership with parents to provide an inclusive, nurturing and high quality education for every student'.

### Our Values

Lutheran School promotes and teaches the values of:

LOVE      HOPE      COMPASSION      QUALITY      SERVICE      RESPECT  
APPRECIATION      COURAGE      JUSTICE      HUMILITY      FORGIVENESS

### Nature of the Position

Lutheran School expects its staff to be highly professional and committed to continual improvement and best practice in education and service to school families. Therefore, the Executive Assistant will be an enthusiastic and highly personable. He or she should have a strong work ethic and be flexible to the needs of staff and parents in an often-unpredictable school environment. The Executive Assistant will:

1. Abide by the school's Professional Conduct Standards and Code of Conduct for employees
2. Keep abreast of marketing trends, including an understanding of social media and online communication platforms
3. Establish and maintain positive, productive relationships with colleagues, parents and prospective parents
4. Ensure that the behaviour towards, and relationships with, students reflect proper standards of care and are not unlawful
5. Be familiar with school policies and procedures

### Key Responsibilities/Duties

The Executive Assistant will:

1. Act as the Principal's Personal Assistant, including managing the Principal's diary and coordinating appointments, screening telephone calls directed to the Principal, carefully proofreading and managing all general correspondence to the wider community
2. Assist with the recruitment of students and manage the student enrolment process
3. Demonstrate a commitment to their own personal and professional development through involvement in regular staff devotions, and engaging in professional development as necessary
4. Support the development and/or improvement of the school's policies and procedures
5. Maintain records related to enrolment, policy, and other formal documents
6. Assist and, on occasion, lead the planning and organisation of school events
7. Attend and minute Executive Team meetings and School Board meeting
8. Assist with front office duties, as required
9. Work with the Deputy principal to maintain records of parent volunteers and manage the school calendar



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Out of School Hours Care Phone (02) 6923 8124 | Website [www.lpsww.nsw.edu.au](http://www.lpsww.nsw.edu.au) | ABN: 97 116 599 387

A full outline of the Executive Assistant's role and responsibilities can be found in the Executive Assistant Position Description which should be read in conjunction with this document.

### **Selection Criteria**

All applicants are required to address the following selection criteria:

1. Demonstrated skills which reflect the ability to support the Christian ethos of the school and lead, on occasions, lead devotions
2. Demonstrated professional skills that foster effective partnerships with students, parents, staff and the wider community
3. Knowledge of online and other digital platforms to produce publications
4. Demonstrated skills in document proofing, design and distribution of branded materials
5. Knowledge of the use of social media and optimum ways to use each platform to communicate with the community
6. Exceptional organisational skills
7. Demonstrated levels of confidence, flexibility, teamwork and perseverance to work in a school community.

### **Conditions**

The successful applicant will have the full time responsibility as the Executive Assistant.

The Executive Assistant is employed at the appropriate step under the terms and conditions of the Independent Schools NSW Multi-Enterprise Agreement 2017.

### **Qualifications and Requirements**

As an employee of the Lutheran Education Australia, you will be required to complete a course entitled "Valuing Safe Communities".

Applicants must have a valid Working With Children Check from the NSW Office of the Children's Guardian prior to commencing employment.

### **Referees**

Applicants are to provide names and contact details for three referees, one of whom is their congregational pastor (or equivalent).

### **Applications**

Applications for this position are to include:

1. A cover letter introducing yourself and outlining the reasons for applying;
2. A resume outlining experience and qualifications as relevant to this role;
3. Short statements addressing the Selection Criteria (no more than one A4 page per criterion); and
4. Contact details for two professional referees and your congregational pastor (or equivalent).

Please feel free to contact the Principal in relation to any questions you have about the position or your application.

Your application, marked confidential, should be received by **5:00pm Monday, 24 May 2021**. Interviews for short listed applicants will follow shortly after this date.

Your application should be addressed to:

Ms Janet Moeller, Principal  
Lutheran School Wagga Wagga  
Tamar Drive, Wagga Wagga NSW 2650  
Email: [admin@lpsww.nsw.edu.au](mailto:admin@lpsww.nsw.edu.au)