

# Position Description

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## POSITION DETAILS

Position Title:	Personal Assistant (PA) to the Principal
Division:	Learning Services (LS)
Reports To:	Principal
Responsible To:	General Manager
Location:	Italian Bilingual School (IBS) and Head Office
Date:	April 2021

## MAIN PURPOSE OF POSITION

The Personal Assistant (PA) supports the Principal with the overall administration of the Italian Bilingual School and the Learning Services division. The primary purpose of this role is to provide practical and timely support to the Principal in their day-to-day responsibilities.

## KEY OUTCOMES AND RESPONSIBILITIES

1. Act as a first point of contact for the Principal.
2. Coordinate and schedule the Principal's agenda and 'To-do' list, action tasks and promptly follow up emails, as well as confirm appointments and send rsvp to events.
3. Prepare and edit correspondence, reports, presentations, school newsletters and publications for the Principal (English and Italian).
4. Assist with the preparation of files and Excel spreadsheets to assist with monitoring and analysis of financial records and statistical information.
5. Maintain the school's records in relation to NESA requirements.
6. Maintain the school's policies, manuals, forms and documental archives.
7. Prepare staff meeting agendas, and take minutes when required.
8. Organise and coordinate meetings with a variety of stakeholders including parents, teachers, delegations and staff. This might require booking resources, preparing documentation and organising catering.
9. To work with the PA to the General Manager in preparing for Co.As.It. Board meetings, AGM, delegations and other events as required
10. Assist with organisation of company events, including correspondence, documentation, IT requirements and catering.
11. Maintain documentation across the two divisions, ensuring accuracy and security.
12. Liaise with Finance in regards to invoicing and payments, credit card statements and data required for audits.
13. Provide relief reception as required.

14. Other duties in line with the philosophy and objectives of Co.As.It. as directed by the Principal.

15. Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

## KEY PERFORMANCE INDICATORS

### Broad indicators:

- To arrive at work on time and to advise manager/supervisor of lateness or absences as soon as practicable;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- To represent Co.As.It. positively in all forums at all times;
- Manager/supervisor to be kept informed of key issues;
- High-level cooperation with other staff, teams and divisions.

### Position Specific indicators:

- To build and maintain strong relationships within the Italian Bilingual School and Co.As.It.;
- To handle correspondence daily; effectively actioning and completing tasks delegated by the Principal;
- To keep the Principal's calendar up to date;
- Display professional communication with both internal staff and external stakeholders;
- Accurate and timely preparation of agendas, meeting minutes and papers for meetings;
- Prioritise workload and work calmly under pressure.

### Strategic Plan:

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

## KEY SOFT SKILLS

- To uphold, actively promote and support the Vision and Values of Co.As.It. – both internally and externally;
- Discretion and confidentiality;
- Strong verbal and written communication skills;
- Strong relationship building skills;

- Problem solving skills;

### **KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

The PA to the Principal needs to build and maintain extensive networks and strong consultative relationships within the organisation as well as externally with other entities.

These relationships include:

- The Principal
- The General Manager;
- The Co.As.It. Board of Directors and Senior Management Team;
- LS staff members;
- IBS staff members;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- Consular administrative staff;
- Other Co.As.It. associated organisations or bodies;
- Government Departments and agencies;
- Contractors and Suppliers.

### **SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

- At least 2 years' experience as a PA in the educational sector;
- Demonstrated understanding of the role of Co.As.It. and the Italian Bilingual School within the community and the functions of each area;
- Excellent oral and written communication in English;
- Near native (Level C2) written and oral fluency in Italian;
- Well-developed organisational skills, including a demonstrated ability to work effectively in a busy environment, prioritise tasks and meet strict deadlines;
- Highly-developed computing skills including experience with Microsoft Word, Microsoft Excel, Adobe Creative, learning management systems, databases, email and Internet applications, Google docs;
- Highly effective interpersonal and communication skills;
- Confident manner and experience in working with the public;

- Consistency, accuracy and accountability in undertaking tasks, and maintaining records;
- An ability to show initiative, and to work independently;
- Demonstrated knowledge of administrative processes;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Current NSW driver's license and willingness to drive for work as required;
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

## VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

### POSITION HOLDER

Signature..... Date.....

### SUPERVISOR

Signature..... Date.....