



Executive Assistant

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Key information

- Full Time, permanent opportunity
- Supportive and inclusive team environment
- Car parking available and walking distance to the train

Broad objective

Actively participate in the education of our students by providing efficient, organised, and collaborative administrative support to the Leadership Team.

Key relationships

- Principal
- Executive
- All staff, Teaching and Professional Services
- Parents
- Students
- External stakeholders

Reports to

- Executive

Qualifications, skills and experience

- Demonstrated commitment to Christian values.
- Experience in a similar role.
- Demonstrated experience initiating opportunities for collaboration and shared working.
- Highly effective administrative and project management skills.
- Strong people skills, with the ability to work with a range of people and build co-operative relationships across all areas .

- Proactively resolve issues in an efficient and timely manner.
- Ability to handle sensitive matters in a confidential manner.
- Highly organised with excellent attention to detail.
- The ability to identify priorities and manage workflow.
- Excellent communication skills.
- Conflict resolution skills.
- Strong G-suite and Microsoft Office 365 skills including Excel, Word and Outlook.
- Database experience and training.
- Clear, calm and warm phone manner.
- Qualifications in business administration highly regarded.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Excellent verbal and written communication skills (with staff, parents, suppliers and students) with strong attention to detail and literacy.
- Ability to work in a team as well as being self-motivated and able to work autonomously.
- Demonstrated commitment to Christian values.

Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website: <https://www.roseville.nsw.edu.au/careers/>

However please note, interviews may commence upon receipt of suitable applicants.

Applications close: 15 May 2024

Roseville College is a member of The Anglican Schools Corporation (ASC).