



## Position Description

# 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.

### 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
- Administrative staff
- All staff, teaching and operations
- Parents
- Students
- External stakeholders

### Reports to

Executive

### Direct reports

Nil

### Key responsibilities

#### General

- Perform key administrative tasks including calendar management, meeting preparation and follow up, general administrative tasks, message taking and follow up of key priorities.
- Work collaboratively with other Executive Assistants, Reception, and other operations staff to share knowledge, improve processes and ensure consistency of approach.

*Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.*

Roseville College 27 Bancroft Avenue Roseville NSW 2069 [rosevillecollege.com](http://rosevillecollege.com)



# Executive Assistant

- Ensuring that the Leadership Team are always well informed by accurate message taking, timely preparation of incoming correspondence, and receipt of reading material prior to meetings.
- Liaising with staff, students, parents, members of the public, schools and organisations in a sensitive and professional manner regarding their areas of concern/enquiries and referring these to the appropriate member of the Leadership Team.
- Ensuring alignment of school calendar events with individual diaries to maintain an accurate and reliable schedule for the Leadership Team including teaching timetables, Assembly, Chapel and Professional Learning commitments.
- Managing the Leadership Team diaries, making arrangements regarding conferences, travel and other, and meeting organisation and preparation e.g.: photocopying meeting papers, typing agendas, emailing/telephoning participants to organise times.
- Preparing agendas, minutes and actions for meetings chaired by the Leadership Team.
- Organising of functions and special events hosted by the Leadership Team including workshops, conferences, parent/teacher and curriculum events.
- Submitting room bookings, catering requests and overseeing logistics for Leadership Team.
- Generating mail outs as required utilising Edumate database and/or MS Excel and MS Word.
- Assisting with coordination and proofreading of articles for newsletter and publications for Leadership Team.
- Preparing MS PowerPoint presentations, spreadsheets, reports, correspondence, information as requested.
- Providing finance support including subscriptions, membership and reconciling monthly receipts for purchasing and expense reimbursement for Leadership Team.
- Liaising on shared projects and processes with other support staff in a proactive manner.
- Other administrative duties associated with the Leadership Team's responsibilities.
- Drafting of communications to parents, staff, and students.
- Management of logistics for relevant functions and meetings.
- Provide regular cover for College Reception.
- Actively contribute to a warm, conducive, and organised workplace.
- Liaise with a variety of internal and external stakeholders in a congenial, professional, and collaborative manner.
- Excellent filing and electronic record storage to access information quickly and easily.
- Safe keeping of relevant logon and passwords for NESA and associated sites.
- Timely and relevant postings on Staff Portal.
- Liaising with the Registrar regarding appointments for enrolment interviews and related matters.

## Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

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## Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

## Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

## 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.

## Essential characteristics

- Client focused and results driven
- Exceptional verbal and written communication and interpersonal skills
- Collegial and collaborative, a willingness to be a contributing team member
- Emotional resilience

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- Initiative
- Innovative
- Adaptable and able to work well under pressure and manage competing deadlines
- Organised
- Approachable
- Integrity, honesty and professionalism.

This position description is subject to change based on College requirements.

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