



Careers at SCOTS PGC College

Information for applicants

Vacancy: Principal's Personal Assistant
Closing date: Friday, 22 June 2018
Commencement date: As soon as possible

The College

SCOTS PGC College is a Uniting Church school that aims to offer the finest co-educational learning experience in South-East Queensland. We encourage striving for individual excellence and achievement as well as promoting a value of service to the wider community. Our philosophy of schooling rests squarely on the belief that a true education encourages young people to question and explore, to develop a strong sense of personal identity, to strive to achieve one's best, and to value the act of serving without losing one's desire to lead.

We are a specialist co-educational boarding and day school that includes students, Prep through to Year 12 located in Warwick, Queensland.

The role

Following the internal appointment of Mrs Carmel Cowley to the role of Director of Admissions, we seek to appoint a suitably qualified and experienced person for the role of Principal's Personal Assistant. This is a full-time, fixed-term appointment until the end of January 2019.

Selection criteria

1. High level written and verbal communication skills.
2. Excellent interpersonal skills and a high level of personal presentation.
3. Excellent organisational skills. The successful applicant will be required to effectively manage the day to day operations of the Principal's Office including managing the Principal's calendar.
4. The ability to provide high level administrative and executive support.
5. The ability to operate effectively and calmly within a dynamic environment with changing priorities.
6. Demonstrated ability to apply confidentiality, discretion and initiative on a day to day basis.
7. Demonstrated ability to work effectively as a part of a small, dedicated team.
8. The ability to obtain a Positive Notice (Blue Card) for child-related employment in Queensland.



Application requirements

Applications should include:

1. A letter of application addressed to the Principal, Mr Kyle Thompson.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least two professional referees.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check
3. Verification of qualifications and relevant registrations.

All applicants must be eligible to hold a Positive Notice (Blue Card) for child-related employment in Queensland. The College is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment.

Privacy

A copy of the College's Employment Collection Notice can be obtained by clicking [here](#).

Questions?

Enquiries can be directed to the Human Resources Officer on 07 4666 9811 or employment@scotspgc.com.au. Information for applicants can be found on the Employment page of the College's website scotspgc.com.au

Ready to take the next step?

All applications should be submitted via the College's Seek.com.au portal by clicking the link below.

APPLY FOR THIS POSITION



POSITION DESCRIPTION

COLLEGE PURPOSE

The College provides an outstanding holistic co-educational education to students throughout South East Queensland and beyond enabling them to become positive, resilient and engaged global citizens.

VISION

The College espouses all of the values of the Uniting Church ensuring that these inform our students' lives as individuals and a community. While emulating the values of the Uniting Church, concurrently instil and develop the values and traits of:

- Excellence
- Curiosity
- Caring
- Integrity
- Innovation
- Courage

POSITION

Principal's Personal Assistant

ORGANISATIONAL RELATIONSHIPS

Reports to: Principal

Direct reports: Nil

Internal relationships: Works closely with;

- Business Manager
- Marketing Officer
- Director of Admissions
- College Administration Officer
- Senior School Secretary
- Junior and Middle Schools Secretary

External relationships: Parents and carers
Uniting Church Schools and Residential Colleges Commission
Uniting Church Synod Officer

CLASSIFICATION

- SCOTS PGC College Enterprise Agreement
- School Officer Level 5



HOURS OF DUTY

- Full-time
- Fixed-term appointment until January 2019

INCUMBENT

Vacant

POSITION OBJECTIVE

The Personal Assistant to the Principal is required to provide administrative and secretarial support of a complex nature to the Principal, demonstrating a high degree of judgment, initiative, confidentiality and sensitivity.

SKILLS AND ABILITIES

- Ability to professionally manage several projects/activities at any one time on a daily basis.
- High-level written and oral communication skills and sound numeracy skills as necessary to prepare accurate reports and correspondence.
- Proof reading skills and an eye for detail.
- High-level interpersonal skills for face-to-face customer service and telephone techniques.
- Ability to work well and develop rapport with other employees and communicate effectively at all levels of the organisation.
- Experienced in the use of computers and peripheral equipment. High-level skills in word processing software (preferably Microsoft Word) and in other business software (This may include Excel, PowerPoint, Novell GroupWise, Email, and the College's MAZE Records Management System).
- Able to converse and project a positive, professional image to College community members.
- Experienced in managing time to plan and co-ordinate own work to meet deadlines.
- Able to work effectively as part of a team.
- Ability to apply discretion and confidentiality on sensitive issues

KNOWLEDGE

- Thorough knowledge of administrative procedures and work practices relevant to the work area and the position.
- Detailed understanding (or the ability to acquire this within a short period of time) of the role of the various sections of the College, College Council and parent community.
- Knowledge of statutory requirements relevant to work area.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications or relevant knowledge and experience to successfully carry out the functions of the position.
- Previous experience in an independent school environment.
- Current Positive Notice (Blue Card) for child-related employment in Queensland..



OTHER ATTRIBUTES AND CONDITIONS

Due to the nature of the position, the incumbent will be required to maintain a high standard of dress and personal presentation.

KEY RESPONSIBILITIES AND DUTIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are co-ordinated with the College's strategic plan. Without limiting the above, the key responsibilities and duties shall include:

- Provide administrative and secretarial support of a complex nature to the Principal, exercising high level judgement, initiative, sensitivity and confidentiality in the performance of duties.
- Co-ordinate diary appointments and commitments for the Principal.
- Answer and screen telephone calls to the Principal.
- Preparation and distribution of internal documents.
- Co-ordination and maintenance of all confidential files under the auspices of the Principals Office.
- Exercise responsibility for planning and co-ordination of a wide range of activities/ projects/ functions within work area.
- Co-ordinate catering and function set up arrangements for all functions emanating from the Principal's Office.
- Management of bookings for the Chapel and associated administration.
- Organise the travel and accommodation arrangements for the Principal.
- Prepare routine and non-routine correspondence, for Principal's signature, as requested by the Principal.
- Co-ordinate end of term mail outs emanating from the Principal's Office.
- Maintain a key register.
- Undertake activities where procedures are not clearly defined, exercise judgement and contribute critical knowledge and skills.
- Contribute to the resolution of matters for which there are no clearly established practices or procedures.
- Responsible for managing own time and for planning and organising own work to ensure deadlines are reached.

GENERAL PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Work is carried out in accordance with accepted industry standards, compliance with Workplace Health and Safety Act and other legislative requirements or standards which may be appropriate and including College policies, procedures and local laws.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrate a spirit of co-operation toward other employees and the achievement of the College's aims and objectives.
- The College is a non-smoking workplace and smoking is prohibited within all work areas and within five metres of the school boundary.