

POSITION DESCRIPTION

Executive Assistant to the Deputy Principal



METHODIST
LADIES'
COLLEGE

OVERVIEW

Reports To

Deputy Principal (7-12)

Department/Section

Deputy Principal's Office

Key Relationships

Internal:

- Deputy Principal (7-12)
- EA to the Principal
- Reception and Administrative Staff (Centenary & MLH)
- Admission and Marketing Teams
- Human Resources
- Head of Middle and Senior Years (HoY's)
- Staff and students
- College Executive Members

External:

- Parents
- Broader College Community

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications and/or substantial experience in an Executive Assistant or office management role.
- Excellent interpersonal, relationship building, verbal and written communication skills.
- Outstanding personal presentation.
- Exceptional organisational and time management skills.
- The ability to anticipate and predict the needs of a busy Executive.
- Ability to balance multiple priorities across different focus areas.
- Proven ability to manage sensitive information with confidentiality and discretion.
- Outstanding proficiency in the Microsoft Office Suite and flexibility to learn and use multiple systems.
- Proven ability to work independently and as part of a team, showing initiative, sound judgment, and a proactive approach to problem-solving.
- Flexibility to support operational needs beyond routine duties when required.
- A warm demeanour and strong commitment to delivering prompt, friendly, helpful, responsive, customer service.
- Strong advocacy for all girls' education and the promotion of all girls' learning environments.
- The flexibility to work outside usual business hours as required.

Desirable

- Demonstrated experience working in a school or similar complex organisation.
- Familiarity with SEQTA, Synergetic or similar platforms.
- Familiarity with Canva.

POSITION DETAILS

Role Purpose

This role is a central and highly visible senior member of the College's administrative group, responsible for the seamless coordination of front-facing operations activities and high-level executive support to the Deputy Principal (7-12).

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The role provides confidential and strategic administrative support to the Deputy Principal who oversees a wide range of operational, pastoral, and other functions across the College. It ensures the smooth and efficient operation of the DP office and assists with the organisation of Reception and administrative activities, communications, coordinating events, professional logistics and the liaison with multiple internal and external stakeholders.

The position provides exceptional internal and external discretion, and must demonstrate a deep commitment to service excellence and proactively display the College's Vision and Values in all interactions.

Role Responsibilities

- Provide high level administrative and organisational support to ensure the smooth running and operations of the Deputy Principal (7-12)'s office.
- Handle sensitive information with discretion and maintaining confidentiality of all staff and student records.
- Provide confidential administrative and calendar management support.
- Manage phone calls, emails, and correspondence, drafting documents, and ensuring timely responses to enquiries.
- Prepare agendas, take minutes, and follow up on action items for relevant meetings.
- Manage the administrative elements of College events and programs managed by the office of the DP, including event invitations, acceptances and hospitality.
- Assist with preparation of documentation, reports and data collation for operational areas and projects.
- Liaise with internal service areas (e.g., Finance, HR, Facilities, Marketing & Communications) as required.
- Co-ordinate University Pre-Service Teacher Placements including advertising opportunities, liaising with Universities, managing student onboarding, compliance and reporting.
- Review, format and publish weekly Staff Weekly Bulletin communication.
- Coordinate all meetings, including fortnightly DP (7-12) meetings with direct reports, ensuring agendas are prepared in advance.
- Support the DP (7-12) with all future student enrolment matters, as required. Including booking of interviews and communication with prospective parents.
- Maintain effective electronic filing systems, manage and track documentation and confidential records.
- Ensure compliance with College policies, procedures and document protocols.
- Record student incident communications and maintain confidential student folders.
- Manage student concussion documentation.
- Manage staff travel and bookings, prioritising cost-effective options when flexibility allows.
- Coordinate the Teacher Exchange Program.
- Coordinate Professional Learning and Development (PLD) approvals.
- Assist with the overall management and organisation of internal PLD program logistics.
- Support other College leaders with administrative tasks as required for PLD days, ensure clear communication to staff for PLD events and book catering for PLD days as required.
- Manage staff parking bay allocations.
- Support with the annual Year 11 Prefect Election process.
- Draft policy updates, coordinate changes with DP (7-12).
- Assist with the coordination of the Year 7 Orientation Program.

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- Coordinate SY Student Diary updates.
- Complete monthly credit card reconciliation.
- Undertake any other duties as directed by the DP (7-12).

Terms of Appointment

Permanent