



Executive Assistant (EA) to the Principal

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith learning community wherein all members, *'gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be'* (*The Catholic School, n31*). The words of Jesus, *'I have come that you may have life and have it to the full'* (*John 10:10*) and *'As the Father has loved me, so I have loved you'* (*John 15:9*) provide the basis for all that we do.

The Whitefriars College Mission and Values Statement *'reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ', 'aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice' and 'assists them to take their place in society as a valued individual, alive with the wisdom of the Gospel.'* This statement is integral to every position of leadership in the College.

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School

Whitefriars College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

Overview

In brief, the Executive Assistant to the Principal is expected to be able to act and respond competently and appropriately at all times, on behalf of the Principal.

Attributes and Competencies

The Executive Assistant is expected to exhibit the following qualities and competencies:

- A lively and practical understanding towards the Catholic nature of the College
- An understanding of, appreciation for and sensitivity to the Carmelite spirit and tradition which has underpinned the history, development and culture of Whitefriars College
- A firm belief in and commitment to the Mission and Values of the College and an ability to articulate and promote these
- Loyalty and public support for the Leadership of the College
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community
- Develop cooperative working relationships with fellow staff, students and the broader Whitefriars Community
- Sound judgement on forward planning
- Very strong inter-personal skills – tactful, diplomatic, empathetic
- The ability to work as part of the Administrative Team
- The ability to work autonomously, prioritise work and deliver to deadlines, attention to detail and a well-ordered approach to work.
- High-level communication skills – written, aural, digital and verbal.
- High regard for confidentiality, reliability and integrity
- Be a strong community link to external agencies who support the achievement of the College's Mission and Values
- Advanced skills in the use of the Microsoft Suite of software, Word, Excel, Access and PowerPoint
- The ability to manage issues diplomatically
- Carry out any other duties as requested by the Principal.

Duties

Communication

- Attend to all correspondence, emails and telephone calls in a timely and professional manner (as directed).
- Appropriately manage and act upon confidential correspondence and phone calls.
- Understand authorised levels of knowledge in order to respond professionally to all enquiries. Respond to enquiries on behalf of the Principal within authorised levels of knowledge.
- Liaise with and direct enquiries to other members of the Leadership Team, especially in the Principal's absence.
- In consultation with the Principal, liaise with Board Members, senior management, teaching, administration and support staff.
- Maintain confidentiality with all aspects of the role.

Office Management

- Provide executive and administrative support and assistance to the Principal.
- Manage and maintain Principal's (an electronic appointment) diary.
- Manage the processing and filing of manuscripts, papers, reports and other correspondence.
- Maintain a 'for further action' file for any matters requiring follow up or to be reviewed by the Principal on a future date.
- Maintain files used by the Principal; formulate and manage procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Overseeing of all matters related to the Leadership Team with a particular focus on the interaction of the Deputy Principals and the Principal.
- The overseeing and management of the Council of International Schools (CIS) process, including the organisation of meetings, visitations, communications and administrative tasks relating to membership of the organisation.
- Manage events organised through the Principal's Office including venue and travel bookings, participant advice, catering and resources.
- Maintain contemporary and progressive EA skills.

Documentation

- Maintain accurate records, databases and staff files.
- Ensure all required documentation for appointments and meetings is available for Principal.
- Prepare and distribute Agendas and associated paperwork and take Minutes for selected team meetings.
- Prepare and develop presentations, speeches and other printed material as required by the Principal.
- Receive all correspondence related to advertised teaching jobs within the College.

Event Management

- In conjunction with the Principal, arrange programs, events, meetings or conferences by booking facilities, catering, issuing information or invitations, co-ordinating speakers, formulating guest lists, and other relevancies, as required.
- Prepare invitations and receive RSVPs to and from Board Members and other special guests to particular College functions whilst liaising with the Principal.
- Other duties commensurate with the overall purpose of the position, which the Principal may require from time-to-time.

There will be occasions where the Executive Assistant to the Principal may be required to complete tasks in addition to those listed above. This may require additional hours to be worked.

This role also has the potential for expansion and further development.

Conditions and Salary

- This is a full-time, salaried position.
- This is a Category A position which attracts seven weeks leave per year.
- All employment conditions are in accordance with the CECV work place practices.



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Executive Assistant (EA) to the Principal

This is a full time position commencing in Term 1, 2019

Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A statement of *no more than one page* on your educational philosophy in terms of how you view the place of education within life's context.
- A response of *no more than two pages* on your ability and experience that will enable you to undertake various aspects of the role
- An up to date Curriculum Vitae
- The names and contact details of at least three relevant referees.

Applications should be addressed to:

Mr Greg Stewart
Principal of Whitefriars College

and emailed to employment@whitefriars.vic.edu.au no later than 4pm on **Friday 1 February 2019.**

Any enquiries about the role should be directed, in the first instance, to Ms Kelli Corcoran, Personal Assistant to the Principal, on 9872 8200.