



DUTIES AND RESPONSIBILITIES – ASSISTANT TO THE PRINCIPAL

1. Executive assistance

- Management of the Principal's diary;
- Arrangement of travel and associated bookings for conferences, meetings, country visits etc. In consultation with Principal, arrange Principal's meeting with staff, parents and wider community.
- Demonstrate ability to deal with confidential documentation and information in the strictest confidence.
- Assist with the electronic storage and maintenance of School Policies and Procedures.
- Assist principal with annual report & compliance report.
- Collate receipts and invoices for reconciliation of the principal's monthly credit card statement.

2. Assist Principal with staff employment

- HR/recruitment processes – Draft job descriptions, place advertisements on SEEK website, coordinate interview process with shortlisted applicants.
- Assist to draft duty list, prepare staff employment contract, letter of appointment and regret letters.

3. Maintain a register of TRBWA and Working With Children Check details

- Update the register when new information is received (e.g. renewed check, change in TRBWA registration category).
- Provide reminders to staff to renew expiring checks.
- In consultation with Principal, verify staff details and approve applications for renewal via WWCC website.

4. Maintain a register of complaints

- Record complaints lodged to the Principal in the strictest confidence.
- In consultation with Principal, record measures taken to address complaints.

5. Oversee school account on AISWA website

- In consultation with Principal, approve staff membership on AISWA website for access to AISWA PL.
- Maintain the staff register and access to AISWA accounts. Remove staff who cease their employment at the school, add new staff and assign/modify roles of users.

6. Coordinate the processing of student enrolment

- Coordinate student/parent interviews with Principal when required.
- Process enrolment applications for a review by Principal.
- Prepare and coordinate the distribution of acceptance or wait list letter.
- Monitor student enrolment based on school target. Notify Principal of withdrawals and student transfer upon receipt of information from reception staff.
- Letter to Scholarship recipients.

7. Census

- Coordinate/liaise with Administration Assistants, teachers and parents to ensure school enrolment on MAZE and class registers are up-to-date and accurate for census.
- Upload enrolment data on DoE.
- Prepare Per Capita Funding Application form in consultation with the Principal.

8. Act as minutes secretary to the school board

- Provide administrative support to the School Board.
- Prepare/draft agenda, minutes taking and distribution of Board papers.

9. School newsletter

- Send reminders to staff for submission of articles/contribution, gather newsletter materials and forward them to staff responsible for editing and proof-reading.
- Coordinate distribution to parents and staff.

10. OLNA

- Liaise with Administration Assistant to ensure Y10-Y12 students enrolment on SIRS is up-to date and accurate.
- Coordinate OLNA tests with staff and IT support.
- Coordinate the distribution of letters, results and information to parents and staff.

11. NAPLAN

- Liaise with Administration Assistant to ensure Y10-Y12 students enrolment on SIRS is up-to date and accurate.
- Distribute tests materials to teachers and coordinate the return of test materials to ACARA.
- Coordinate the distribution of letters, results and information to parents and staff.

12. Request for placement from pre-service teachers

- Respond to request for placement from universities.
- Find staff available to mentor pre-service teachers.
- Submit completed reports/assessment sheets by mentor teacher to universities.
- Attend to staff queries eg mentorship payments.
- Maintain a record of pre-service teachers placed at the school.
- Ensure pre-service teachers hold Working with Children check during placements.

13. Provide assistance to the Principal and Assistant Principal: Curriculum and Academic.

14. Any other administrative support and tasks as requested by the Principal, Assistant Principal: Curriculum and Academic, and Business Manager.

***Must maintain confidentiality at all times.**

***Must hold a valid and current Working with Children Check and a National Police Clearance during the employment. COVID vaccination certificates must be submitted.**