



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 Assistant Principals and Business Manager when required.

14. Any other administrative support and tasks as required by the Principal 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.**