



## PRINCE ALFRED COLLEGE

### ***Position Description:***

## **Executive Assistant to the Deputy Headmaster/Head of Preparatory School**

### **Position Overview:**

The Executive Assistant provides high-level administrative and operational support to the Deputy Headmaster / Head of the Preparatory School. This pivotal role ensures the smooth and efficient functioning of the Preparatory School by facilitating communication, managing key processes, and supporting strategic initiatives across departments.

### **Reports to:**

Deputy Headmaster/Head of Preparatory School (DHM/HoPS)

### **Key Relationships:**

Deputy Head of Preparatory School, Deputy Head of Preparatory School - Teaching & Learning, ELC Director, OSHC Director, Outdoor Education Director, Enrolments Team, Marketing Team, Venues and Operations Team, Club Providers, FoPAC, Class Representatives, staff with complementary administrative roles, staff and college community.

### **Specific responsibilities include the following:**

- 1. Executive Support Services for the DHM/HoPS**
  - Manage the DHM/HoPS inbox and calendar, exercising discretion as to urgency and importance of requests for meetings and prioritising correspondence and drafting responses as needed, to ensure DHM/HoPS time is focused and well used.
  - Manage priorities, track commitments and ensure delivery of key actions.
  - Draft and circulate school-wide communications on behalf of the DHM/HoPS.
  - Support document production by collating information, drafting, proofreading, and formatting documents and reports as required.
  - Coordinate the Preparatory School leadership meetings, including scheduling meetings, distributing agendas, minute taking and following up on action items.
  - Oversee formal extended leave approvals on behalf of DHM/HoPS.
  - Reconcile the DHM/HoPS monthly credit card transactions via WebExpenses.
  - Process invoices for the leadership team as required.
  - Track and schedule staff and student birthdays for acknowledgement.
  
- 2. Stakeholder and community engagement**
  - Manage the Preparatory School's communications schedule in collaboration with the Marketing Director.
  - Use various software platforms for communication and coordination.
  - Manage and coordinate the Clubs and Activities Program each term, identifying gaps in current offerings, researching available programs, liaising with external providers, scheduling and promoting the program and responding to enquiries and feedback.

- Support the school's admissions process by organising interviews, trial days, follow-ups, transition programs, and orientation events for prospective Preparatory School families in conjunction with Admissions and leadership team.
- Manage the production and distribution of student diaries and Preparatory School handbooks.
- Support Class Representatives and promote community engagement through FoPAC.
- Organise guest Wi-Fi access as needed.
- Act as liaison between the Preparatory School and the FoPAC
- Support the School Office with incoming phone and email correspondence as required to ensure effective delivery of excellent customer service.
- Foster effective working relationships with all staff and members of the Community College.
- Interact with diplomacy and professionalism with a diverse range of internal and external stakeholders on behalf of the Preparatory School.
- Support the provision of first aid to students.
- Complete incident reports in line with College process.

### **3. General Administration**

- Provide administrative support to the DHM/HoPS
- Provide front desk support including first aid assistance to students
- Maintain files and records to support easy retrieval of information and appropriate archiving.
- Review and develop administrative processes and procedures relevant to role in order to create efficiencies and support staff navigate administrative requirements.
- Assist with the planning and execution of school events, including logistics, catering, invitations, bookings, and communications.

### **4. Resources**

- Identify and undertake relevant training and development, including Senior First Aid training.
- Support the School office by providing relief as required.
- Use resources effectively to minimise waste or duplication.
- Identify areas of potential risk and raise with leadership team.

### **5. Other duties**

- Other reasonable duties as required
- Adherence with standards and procedures

### **Key Knowledge and Skills**

1. Excellent communication skills – a positive and encouraging interpersonal style; well-developed networking skills, professional writing skills and a strong customer focus.
2. Excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative.
3. Proven ability to proactively identify problems and issues, and exercise initiative and sound judgement in formulating and recommending solutions and actions.
4. Team player – a commitment to working collaboratively and constructively in a small team and taking responsibility for organising own work.
5. Well-developed computer literacy skills – highly competent abilities in Microsoft Office and Desktop Publishing.
6. An overriding commitment to the highest standards of excellence and continuous improvement.
7. A high level of knowledge, imagination, passion, and belief in and for their field.
8. A sound awareness of College programs.
9. An ability to display the capacity for hard work and professionalism.

10. Discretion and judgement are required in dealing with numerous confidential and sensitive issues.

**Personal Attributes**

- Demonstrates passion and commitment to the vision and values of Prince Alfred College.
- A motivated professional with a continuous improvement mindset who is able to understand the complex environment of a large school.
- Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment and establish strong relationships with a broad range of stakeholders.
- A tech savvy individual who can identify and lean into solutions to make processes more efficient.
- Flexible and able to adapt and operate effectively in a changing environment.

**Tenure:**

Permanent, 37.5 hours per week, 42 weeks per year.

**Conditions:**

PAC Enterprise Agreement.

*May 2026*