



**POSITION DESCRIPTION  
PRINCIPAL'S SECRETARY**

<b>TITLE:</b>	<b>Principal's Secretary</b>
<b>CLASSIFICATION LEVEL:</b>	<b>3</b>
<b>AWARD:</b>	<b>The Qld Anglican Schools Enterprise Agreement 2018</b>
<b>STATUS:</b>	<b>Permanent Full Time</b>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"><li>▸ Out of standard hours work will be required, including some evening and weekend work.</li><li>▸ Occasional cross campus travel is required.</li><li>▸ Current driver's licence.</li></ul>
<b>REPORTS TO:</b>	<b>The Principal</b>
<b>LAST REVIEWED:</b>	<b>10 May 2019</b>

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**MISSION STATEMENT**

Trinity Anglican School inspires young men and women to be the best they can be. With a focus on Christian values and educational excellence, we develop individuals who contribute to the global community.

**PURPOSE OF THE POSITION**

The role provides administrative services and personal support to the Principal. It is expected the Principal's Secretary will exercise initiative in administrative matters, to show tact in dealing with the school and wider communities and to deal with all matters in a highly confidential and discreet manner.

**QUALIFICATIONS**

**Desirable**

- Post-secondary qualifications

**Registration Requirements**

- Current suitability for working with children Blue Card / or Exemption.

**Other**

- Current First Aid Certificate is desirable.

**KEY SELECTION CRITERIA**

- Student focus.
- Experience.
- Professionalism.
- Communication skills.
- Attributes of integrity, well developed organisation skills, team player.
- Responsibility and confidentiality.

## **SKILLS AND EXPERIENCE**

- Previous experience in similar high level role, or appropriate formal qualifications.
- Advanced word processing skills.
- Advanced level of English grammar, spelling and literacy together with a high level of proofreading skills and meticulous attention to detail.
- Well-developed interpersonal and communication skills (verbal and written).
- Intermediate to advanced knowledge of, and ability to use, a variety of software programmes including the Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) and TASS.
- Advanced skills using email and internet.
- Maintain exceptional high level of confidentiality at all times.
- High level time management skills – need to be well organised, able to work within tight deadlines and cope with constant interruptions.
- Intermediate conflict resolution skills.
- Have a helpful and empathetic manner.

## **KEY DUTIES AND RESPONSIBILITIES**

Including but not limited to:

- Coordinate and maintain the Principal's diary and organise daily activities. Exercise discretion in arranging all appointments according to designated priorities. Anticipate and prepare information required for meetings.
- Facilitate communication between members of the school community and the Principal; including written, telephone and electronic communication and personal contact.
- Make travel arrangements for the Principal
- Liaise with the Enrolments Officer to arrange enrolment interviews.
- Sort, distribute and handle the Principal's mail, as appropriate.
- Maintain an effective filing system for the Principal's office.
- Assist with school functions (where required), including coordinating distribution of invitations, collating RSVPs, arranging catering, venue preparation and any other relevant tasks as directed by the Principal (i.e. Principal's Welcome Function, Speech Night, etc.)
- Coordinate the Principal's work related expenses and bring to his attention any matters requiring clarification.
- Monitor any items requiring authorisation by the Principal against required delegated authorities and approvals.
- Provide support to the Business Manager as/when required.

## **KEY RELATIONSHIPS**

- Principal
- Senior Administration Officer

## **WORK ENVIRONMENT**

- All employees recognise and accept that multi skilling is an essential component of the school and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.
- Maintain safe and healthy work practices in line with Work Health and Safety legislation.
- Comply with all school policies and procedures.
- Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork.

- Maintain total confidentiality of all school documents, student, staff, and family personal information both during and after tenure of employment.
- Attend school functions as required.

### TRINITY ANGLICAN SCHOOL EXPECTATIONS

Staff are required to read, understand and comply with all school policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with Trinity Anglican School's Code of Conduct.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of the **Principal's Secretary** position at his discretion in order to most effectively service the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements of the **Principal's Secretary** as detailed in this position description.

<p>Position Description approved by: _____ Paul Sjogren _____</p> <p>Position: _____ Principal _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>SIGN OFF I understand and agree to abide by the position description.</p> <p>Employee Signature: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>
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