



LA SALLE COLLEGE ROLE DESCRIPTION Executive Assistant

ACCOUNTABLE TO:	Vice Principal
LEARNING AREA:	Administration
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	Administrative and Technical Officers Level 4
COMMENCEMENT:	Immediate start

OUR FAITH AND LASALLIAN VALUES

Faith | Excellence | Service

As a College staff, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality and the positive impact they can have on the lives of others. The teachings and values of Christ underpins everything we do, who we are, what we stand for and the actions we take.

Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but by their hopes, not by their words but by their deeds

ROLE OUTLINE

The Executive Assistant is primarily responsible for the efficient and effective running of their manager's office.

The Executive Assistant does this through the provision of excellent and confidential administrative support, anticipating the needs of their manager and undertaking any other reasonable duties relevant to this role as directed by the College Principal.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Provides exemplary Christian and professional leadership for all members of the La Salle College Community
- 1.3 Seeks or maintains appropriate Accreditation aligned with CEWA policy

2.0 ADMINISTRATION AND SECRETARIAL SUPPORT

- 2.1 High-level administrative support is provided
- 2.2 Acts as the first point of contact for all communication, including the provision of 'gatekeeper' services to ensure access to the office is efficient and appropriate
- 2.3 Requests and complaints are prioritised and managed with diplomacy and initiative
- 2.4 High-quality and well-researched correspondence, reports, presentations, speeches and proposals are prepared on behalf of the manager as directed
- 2.5 Coordination of meetings, appointments and travel requirements are arranged and diarised.
- 2.6 A filing system is maintained, information is kept up to date and provided to the manager in a timely manner as required
- 2.7 College visitors are met with openness, and all reasonable requirements (morning tea, room preparation, IT access) are anticipated and organised before arrival
- 2.8 Upholds confidentiality and sensitivity at all times
- 2.9 Works closely with their manager to keep them well informed of upcoming commitments and responsibilities, including following up appropriately
- 2.10 Employs a high level of communication skills
- 2.11 Records and disseminate minutes in a timely manner with accuracy
- 2.12 As directed, correspondence is drafted, proofread and disseminated, ensuring that all communication is accurate / error-free and timely
- 2.13 Organise and oversee functions hosted by their manager

3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Supports the Catholic ethos of the school
- 3.2 Strong working relationships are established and maintained with students, staff, parents and other members of the College community
- 3.3 Assists the manager in developing effective relationships with the College community, including local parishes

- 3.4 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.5 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

SELECTION CRITERIA

The individual appointed to the position of Executive Assistant must:

- Be fully supportive of the objectives and ethos of Catholic Education
- Possess a high level of interpersonal and communication skills
- Be proficient in Microsoft Office Suite
- Be proactive in their approach, demonstrating personal initiative, adaptability and time management skills
- Have the ability to meet multiple competing deadlines at the same time
- Have the capacity to operate with discretion, respect, trust and discernment
- Have excellent attention to detail
- Be uncompromising on confidentiality
- Demonstrate the capacity to work as a member of a team
- Be willing to be flexible within the unique context of a school environment
- Hold and maintain a Working with Children Check and have a Nationally Coordinated Criminal History Check

DOCUMENT CONTROL

Version: 2.0 Reviewed: Nov 2024 Next Review: Nov 2025 Reviewed By: HR