

DEPUTY PRINCIPAL'S EXECUTIVE OFFICER



POSITION HOLDER:	Vacant
SECTION:	Administration
POSITION REPORTS TO:	Deputy Principal
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification Level 9
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent
HOURS PER WEEK:	38 hours per week – full-time

PURPOSE

To support the Deputy Principal and all relevant operations by providing executive support to senior administrators, the Director of Teaching & Learning and managing E - Year 12 functions and systems.

PRIMARY DUTIES

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- To provide executive support to the Deputy Principal.
- To work closely with the Director of Teaching & Learning providing administrative support as required.
- To provide senior administrators and specified school committees with support such as planning, correspondence, agendas, minutes and organising daily schedules and meetings including Walker House/ International Students Committee, Heads of School Committee, Calendar Group and the Cyber Security Risk committee.
- To act as the administrator for all school Child Safeguarding incidents, policies and guidelines to support the Deputy Principal with the coordination of reporting and recording all child safeguarding incidents in a timely and confidential manner.
- To act as the administrator for the School Registration process, including being the primary point of contact and liaison for the School, providing support, developing and maintaining a process that gathers required information in a timely manner, and assist with any issues that may arise.

- To work with the Human Resources Manager in conjunction with the Deputy Principal for all relevant HR related matters.
- To co-ordinate and manage the School's calendar in liaison with the Deputy Principal.
- Support the Principal's Office, Director of Business Affairs' Office, Human Resources Manager, Risk & Compliance Manager, Facilities & Services Manager with specific tasks and project work as determined by the Deputy Principal.
- Organise the planning of whole school events such as Whole School Gatherings, Staff Days and other similar events on behalf of the Deputy Principal or Director of Teaching & Learning.
- To provide administrative support with enterprise bargaining processes in liaison with the Human Resources office.
- Administer the approval of leave applications for the Deputy Principal.
- Maintain and administer various databases and processes as required.
- To participate in committees as appointed by the Principal.
- To complete such other tasks as directed.

DELEGATIONS

Nil, however, the position-holder may be required to procure goods within their area. Invoices resulting from these purchases must be authorized by the relevant budget holder.

KEY RELATIONSHIPS

- Director of Teaching and Learning
- Executive Officer for the Principal
- Executive Officer for the Director of Business Affairs
- Human Resources Manager
- Human Resources & Professional Learning Officer
- Director of Business Affairs
- Principal
- Financial Services team
- Risk & Compliance Manager

SELECTION CRITERIA

1. Understanding and experience of the 10 National Child Safe Standards which strive to protect children and young people from abuse and neglect.
2. Qualifications in a relevant field and/or extensive commensurate experience in business administration.
3. Demonstrated strong written, verbal, analytical and problem solving skills.
4. High level of interpersonal skills and ability to deal with staff, the Board of Governors, the Quaker community, parents, students and the general public.
5. Ability to exercise initiative and responsibility in day-to-day work.
6. Highly motivated, well organised and flexible approach to work.
7. Ability to maintain confidentiality.
8. Ability to work as a member of a team.
9. Demonstrated commitment to professional learning.
10. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, administrator level database management and email.
11. The ability to work safely in a School environment and be fit to undertake the inherent requirements of the position.
12. Show Strong support for the Purpose and Concerns and ethos of The Friends' School.
13. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description:

Name:

Date:

Signature: