

## Schedule 1 - Position Description

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<b>TITLE:</b>	Executive Assistant
<b>RESPONSIBLE TO:</b>	Principal / Head Of Administration (HoA)
<b>LIAISON WITH:</b>	Staff, Students, Parents and Community
<b>LOCATION:</b>	2 Nagle Avenue, Elsternwick, Vic 3185

### General Overview

Leibler Yavneh College is a co-educational modern orthodox Jewish Day School catering for students from ELC to Year 12. Our vision is to develop the character, enrich the intellects and engage the souls of outstanding, Torah and Israel-committed youth. Leibler Yavneh College is committed to playing a central role in the personal development of our students, nurturing them to become lifelong independent learners, of fine character imbued with integrity and compassion. The College seeks to cultivate students inspired by and personally committed to a relationship with Hashem and knowledgeable and passionate about Yahadut and Zionism, as well as being loyal, committed and responsible Australians. The learning environment is focused on fostering strong academic achievements and positive wellbeing outcomes to assist students flourish across intellectual, spiritual, social, emotional, physical behavioural and cultural aspects of the self.

### College Expectations

At Leibler Yavneh College all staff are contributing to the learning, teaching and caring of our students. As such every staff member is directly involved in creating a positive learning environment where students and staff can flourish. Staff are expected to engage with the broader College community in a professional manner and model our values of Respect, Integrity, Gratitude, Honour and Tradition in all they undertake. Participating in College events supports a sense of belonging, builds positive relationships and creates an understanding of the ethos of the College.

### KEY PURPOSE

The key purpose of this role is to provide high level, effective administrative support and assistance to the Principal and HoA.

### KEY RESPONSIBILITIES

Position descriptions are not intended to outline a list of all tasks that are required by the role. We trust our staff to achieve the key outcomes of the role, and how they achieve these outcomes will inform the total and evolving responsibilities of the role. That said, some of the key current responsibilities include:

## **Main Responsibilities**

- provide secretarial/administrative assistance to the Principal/HoA, including the effective handling of correspondence, diary, and telephone calls
- liaise with members of College and College staff concerning communication and meetings with the Principal/HoA
- liaise with teaching and non-teaching members of College staff as required
- liaise with parents (current and prospective) by arranging appointments with the Principal if required
- liaise with and direct enquiries to other members of the College Executive and Leadership Team, as appropriate
- liaise with students as required by Principal/HoA, and assisting in the direction of students as required
- understand the structure of the school in order to respond professionally to all enquiries
- assist in the organisation of school functions
- assist at the front desk and relieving reception when necessary and appropriate
- organise catering for events hosted by the Principal/HoA as required
- support the Principal to efficiently and effectively lead the school
- understand and build relationships with staff, students, and members of the school community
- ensure that welcoming and supportive interactions occur with all who communicate with the school
- maintain accurate records, databases and Principal/HoA's files
- prepare and develop presentations and other printed material as required by the Principal/HoA
- prepare, distribute and record all correspondence as requested by the Principal/HoA
- prepare and distribute agendas and associated paperwork, and take minutes for selected meetings as required e.g. Leadership Team meetings, Operations meetings, College Executive etc
- ensure all required documentation for appointments and meetings is available for the Principal/HoA
- proactively review the College Calendar for forthcoming events to strategically assist with planning
- maintain confidentiality in all aspects of the role.

## **KEY RELATIONSHIPS**

- Principal
- HoA
- College Executive
- Leadership Team
- Teaching staff and non-Teaching staff
- Students
- Parents, guardians and families of students

## **ESSENTIAL CHARACTERISTICS, QUALITIES & SKILLS**

The successful applicant must:

- be aligned with and actively support the College's ethos, vision and values.
- possess a demonstrable commitment to enabling students and staff (ELC-12) to flourish.
- have a strong moral and ethical compass and cultivate credibility and honesty.
- demonstrate a high level of confidentiality and discretion.
- have a sound understanding and ability to implement effective and efficient manual and computerised office systems and processes.
- have a demonstrated knowledge of administrative processes and databases.
- have proven experience effectively managing and supporting the work of two executive leaders.
- have highly developed computer literacy and skills in MS Office: MS Outlook, MS Word and MS Excel and MS PowerPoint.
- have the ability to translate, format and present information in a simple, clear, accurate, logical and succinct manner.
- have high level written and verbal communication skills.
- have exceptional telephone technique and ability to diplomatically and assertively ascertain a caller's query or request.
- possess a positive outlook, exceptional interpersonal and communication skills, and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships.
- be curious, excited and invigorated by learning and is a continuous, autonomous learner who makes visible their own learning.
- be a creative and critical thinker, questioning and open to new possibilities.
- possess an ability and willingness to work collaboratively with other staff on a range of issues.
- demonstrate ability to work both independently without supervision and within a collaborative team environment.
- display enthusiasm and initiative, a high achievement drive and act in a self-directed way.

- follow systems and processes with a critical eye for continual improvement.
- be accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.

#### **QUALIFICATIONS/ REGISTRATIONS**

- post- secondary study in business administration or related areas and/or comparable on the job experience.
- a minimum of 12 months demonstrated experience in a similar role, with a record of delivering exceptional customer service to both internal and external stakeholders.
- must hold a current Working with Children Check or willing to obtain.
- national Police History Check (Obtained within the last 6 months).