



Melbourne Archdiocese
Catholic Schools



MARYMEDE
CATHOLIC COLLEGE
In the way of Mary

Position Description

Executive Assistant - Deputy Principals

Purpose of position	The Executive Assistant to the Deputy Principals will complete a wide range of administration tasks to support the Deputy Principals in their roles.
Staff Team	<ul style="list-style-type: none"> Administration Team
Reporting to	Deputy Principals
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Support Officer Level 4, Category C
Salary and benefits	<ul style="list-style-type: none"> Salary as per Catholic Education Multi Enterprise Agreement 2022 Significant opportunities for professional learning Salary range (at time of advertisement): \$88,491 - \$100,796 pro rata
Commencement date	September 2024
Employment conditions	<ul style="list-style-type: none"> Full-time Ongoing position Hours of employment are: 8.00am to 4.36pm, Monday to Friday, 1 hour lunch break. <p>The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant experience in Executive Assistant related positions is an advantage.</p> <p>Experience with data entry and use of the Office 365 suite is an advantage.</p> <p>Experience with school data management systems (Synergetic and SIMON) is an advantage.</p>

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people

Key duties and responsibilities

- Provide administrative support for Deputy Principals across the breadth of their roles
- Assist with calendar management
- Prepare materials for various commitments
- Prepare agendas/minutes for various committees as chaired by the Deputy Principals
- Prepare correspondence as required
- Assist with the management of correspondence and publications
- Maintain files and records
- Manage correspondence for the Deputy Principals
- Assist with the organisation, conduct and preparation for special events
- Foster the culture of Child Safety at the College
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Strong skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

August 2024