



Flinders Christian Community College - Position Description

PA to Campus Principal

1. POSITION IDENTIFICATION

Title	PA to Campus Principal	Level	ESGSA Level 4
Campus	Carrum Downs	Agreement/Award	<i>Educational Services (Schools) General Staff Award 2010</i>
Reporting To	Campus Principal	Date effective	August 2018
Last updated	July 2018	Position No.	PC15.1

2. INHERENT REQUIREMENT

Purpose

We bring hope and purpose to our community through Christian education.

Vision

To be a Transformative Christian Learning Community.

Values

We value:

- Love
- Faith
- Integrity
- Humility
- Grace
- Excellence
- Perseverance.

It is an inherent requirement that all persons employed at Flinders Christian Community College must model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy,

forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

All employees must declare their unconditional agreement with FCCC:

- Purpose, Vision, Values, Philosophy of Christian Education, Goals
- Biblical Foundations and
- Biblical Beliefs and Principles
- Nicene Creed
- Apostles Creed.
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The incumbent must have an in-depth knowledge of the ethos of the College and the principles by which it operates and must be willing to support these unreservedly.

3. CULTURE AND VALUES

Ethos

All employees are expected to:

- Uphold at all times the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all
- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individual's personal interest and their duty to the College

You must support the College values conduct yourself in a way which is consistent with the ethos of Flinders Christian Community College.

Specific expectations of employees with Flinders Christian Community College are detailed in the College Policy Handbook which is attached electronically and also located on the Colleges' Moodle intranet. You must support the Flinders Christian Community College policies and conduct yourself in a way which is consistent with the policies and practices of the College.

4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

- a. Report all hazards observed including any potentially unsafe work practices;
- b. Report all incidents of injury or near miss;
- c. Actively Participate in all professional development and training regarding Risk management and OHS;
- d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College.

5. CHILD SAFETY

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

6. PURPOSE OF POSITION

To provide administrative assistance/support to the Principal – Carrum Downs Campus to assist with the day to day management of the Carrum Downs Campus.

7. WORKING RELATIONSHIPS

Reports to: The PA to Principal – Carrum Downs campus (PA) reports directly to the Principal – Carrum Downs campus and works collaboratively with the Office Manager - Carrum Downs campus. The PA will liaise with all departments and staffing levels of Flinders Christian Community College.

8. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p>8.1 OUTCOME: Diary Management</p> <ul style="list-style-type: none"> • Provide timely, effective diary management by prioritising and organising interviews and meetings with internal and external stakeholders in consultation with the Principal. • Generation of reminders for meetings sent out to participants and requests for agenda items (e.g. Teachers' general staff meeting, Year Level Coordinators' meeting). • Generation and distribution of agendas for meetings. • Bookings and RSVP's for events the Principal is invited to. • Travel and accommodation booking for conferences. 	<ul style="list-style-type: none"> ▪ Coordination of scheduled meetings and appointments so that the Principal's daily schedule flows smoothly and efficiently with limited disruptions. ▪ Evaluation of and response to internal and external invitations and requests. ▪ Management and coordination of all work related travel and conference attendances well in advance.
<p>8.2 OUTCOME: Workflow Management</p>	

<ul style="list-style-type: none"> • Assist the Principal with day to day activities such that time is available to fulfil the leadership role. 	<ul style="list-style-type: none"> ▪ Correctly monitors and prioritises all forms of communication on behalf of the Principal. ▪ Preparation of draft responses as required. ▪ Coordination of the workflow involving effective ongoing diary management. ▪ Assistance with any external commitments as required.
<p>8.3 OUTCOME: Administration Support</p> <ul style="list-style-type: none"> • Provide a full range of administrative and clerical support services, including filing and records management, faxing, mail, maintenance of registers and routine databases, photocopying, compilation of manuals and reports. • Prepare presentations using PowerPoint and similar programs, as required. • Filing – setting up new files, filing regular material, sorting out old and irrelevant files. • Start of year setting up of information folders, timetables, folders for regular meetings and systems. • Supporting the Principal in the administration of budgets • Arrange interviews for job candidates and conduct referee checks • Collate, prepare and issue fortnightly campus newsletter • Prepare and disseminate correspondence and information to the College and broader community using a range of mediums (including social media) in collaboration with the CP and Head of Marketing • 	<ul style="list-style-type: none"> ▪ Coordination of necessary material for all Principal's meetings. ▪ Maintenance at all time of a high level of administrative support to the Principal. ▪ All records are kept in a manner that easily accessible and retrievable. ▪ Support as required in the research and preparation of documentation. ▪ Communicate financial information to the Principal to ensure the campus stays within budget. • The campus newsletter is prepared and disseminated in a timely and effective manner • A range of mediums are effectively used to communicate information to stakeholders in an effective and engaging manner.
<p>8.4 OUTCOME: Organisation of Campus Specific Events</p> <ul style="list-style-type: none"> • Cards, gifts and flowers to staff and their families, other members of the school community and other schools. • Organising catering for special meetings and events as required. • Organising of the New Staff dinner. • Organising of the Christmas lunch. • Assistance for special events like the January days, retreat, Presentation Evening, farewell events 	<ul style="list-style-type: none"> ▪ Timely, effective and efficient completion of tasks by required deadlines ▪ Ensure budgets for catering etc. are adhered to. • Provides assistance at peak times in relation to special events under the auspices of other Flinders staff.
<p>8.5 OUTCOME: Risk and Compliance</p> <ul style="list-style-type: none"> • Coordinate Emergency Management Plan (EMP) updates under the direction of the Principal. 	<ul style="list-style-type: none"> • Relevant stakeholders are regularly consulted to ensure the EMP is compliant, current and effective. The EMP is distributed and made available to relevant stakeholders. The Principal is responsible for the EMP.

<ul style="list-style-type: none"> • Maintain register of Working with Children Checks for parents, volunteers and visitors • Coordinate the College's response to family court orders under the direction of the Principal and Director of Wellbeing 	<ul style="list-style-type: none"> • The campus Working with Children register for parents, volunteers and visitors is accurate, compliant and accessible to relevant stakeholders. The register considers changes in relevant policy and legislation. • Family court orders are received and acted on in a timely and effective manner. • Student and family files/records are updated accordingly and alerts are maintained and disseminated to relevant stakeholders promptly. • The Principal, Director of Well Being and other relevant stakeholders are consulted in regard to family court orders as required.
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<p>8.6 OUTCOME: Provide Leadership</p> <ul style="list-style-type: none"> • Coordinate Administration Staff when required, in support of the Office Manager • Attend whole schools staff devotions and record and disseminate information to relevant stakeholders. • Lead by example in terms of professionalism, discretion, and care for the College community. 	<ul style="list-style-type: none"> • Provide support to the Office Manager in the coordination of administration staff during peak times and in the Office Manager's absence. • Consistently attends whole school devotions. Information recorded at devotions is made available to relevant stakeholders • Consistently demonstrates a high level of professionalism, discretion and care for the College community.
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9 WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential knowledge:

- 3 to 5 years proven experience in a similar role.

Skills

- Capability to determine objectives for effective workflow management.
- Excellent organisational and time management abilities.
- Excellent interpersonal skills
- Ability to work within tight time-frames and in a fast-paced environment
- Strong attention to detail;
- Ability to work autonomously taking direction as needed
- Ability to plan and coordinate multiple tasks in a timely manner;
- Ability to independently solve a range of ad hoc and recurring problems;
- Advanced computer skills (including MS Office, PowerPoint, Excel; data-bases and management systems)

- **Communication:**

Clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand the message.

Evidenced by:

- Strong communication and interpersonal skills with the ability to modify your approach to accommodate various situations and the individual needs of students
- Ability to be adaptable and flexible

- **Teamwork/collaboration**

Developing and using collaborative relationships to facilitate the accomplishment of work goals.

Evidenced by:

- Demonstrated high level interpersonal skills and professional behaviour including the ability to be able to communicate appropriately and effectively with parents, students and colleagues
- Demonstrated ability to work as a member of a team within all levels of the College.

Attributes

Living the vision and values:

Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.

10 POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	N/A
EXTENT OF DELEGATED AUTHORITY	N/A
LOCATIONS	Carrum Downs campus
ALLOWANCES/SPECIAL CONDITIONS	N/A
SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS	Working With Children Check
OTHER IMPORTANT DIMENSIONS	N/A