



Personal Assistant to the Principal / Registrar

Sapphire Coast Anglican College

The **Personal Assistant** to the Principal will ensure that all professional contact with the College community and general public is positive and welcoming and will ensure the smooth and efficient running of the Principal's office. He/She will also be responsible for all aspects of enrolment from relationship building with prospective families to commencement at the School.

Key Relationships

The PA to the Principal is responsible to the Principal and works closely with the Business Manager, Heads of Faculty, Senior Teaching Staff, and also relates to the Chairman and Members of the College executive and governing bodies, teaching and support staff. The PA is a member of the Administration Staff Team.

The desired candidate must have the following:

1. Ability to multitask and remain calm under pressure
2. Strong customer service work ethic
3. Strong interpersonal skills with both children and adults
4. Strong communication skills both verbal and written
5. Strong computer skills
6. Ability to work as part of a team
7. Act within the best interests of the College and maintain privacy for confidential matters

It will be an advantage to have:

1. School administration experience
2. Experience with administrative databases

Duties include:

1. Support the Principal in administrative tasks as required including acting as minute secretary for executive meetings
2. Forward Bursary/Scholarship application forms on request.
3. Assist with the preparation and organisation of the Presentation night
4. Assist with the preparation and organisation of School events as directed by the Principal
5. Assist with the recruitment of staff and prepare payroll documentation for forwarded to ADS
6. Provide clerical support to the Executive staff of the College
7. Control all elements of the enrolment process, from enquiries to enrolment.
8. Prepare, collate and distribute the College newsletter
9. Update the website and Skoolbag app as appropriate

10. Undertake marketing activities as required
11. Assist Finance in authorisation of invoices and sending relevant information to accounts for payment.
12. Assist with the preparation of reporting to Government, Diocese and other agencies as required
13. Prepare and submit articles to the local media in conjunction with the Principal
14. Assist with the preparation of the college calendar events
15. Maintain a staff records for recognition of service.
16. Coordinate annual School photo day with photographer and staff – covered by events
17. Maintain College Bus – bookings, maintenance and issues.
18. Key register and allocation
19. Administration of Workcover claims
20. Manage petty cash float
21. Ordering of stock for clothing shop
22. Collate book pack requirements for staff in conjunction with the Principal or delegate
23. Any other duties as may be requested by the Principal.