

<b>POSITION TITLE:</b>	<b>Executive Assistant to the Deputy Principals</b>
<b>SECTION:</b>	<b>MacKillop Catholic College, Mount Peter</b>
<b>REPORTS TO:</b>	<b>Deputy Principals</b>
<b>CLASSIFICATION:</b>	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at <a href="http://www.cns.catholic.edu.au">www.cns.catholic.edu.au</a> ) <b>School Officer – Level 5</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

#### CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22<sup>nd</sup> Century.

*Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11,500 students and 1,500 staff.

**MacKillop Catholic College**, Mount Peter, is a contemporary P-12 Catholic school. Founded in 2016 with Prep to Year 3, it will grow to Prep to Year 12 in 2025.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents

#### **MacKillop Catholic College, Mount Peter**

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**ABN:** 42 498 340 094

- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## MACKILLOP CATHOLIC COLLEGE, MOUNT PETER

**MacKillop Catholic College** ([www.mackillopcatholiccollege.qld.edu.au](http://www.mackillopcatholiccollege.qld.edu.au)), a master-planned Prep to Year 12 College, was established in 2016 with Prep-Year 3 classes. The College will progressively develop by year levels and the first Year 12 cohort graduating in 2025. Guided by the authentic discipleship of Saint Mary MacKillop of the Cross, and the Josephite tradition, our mission, to *inspire hearts, minds and spirits*, is grounded in the vision to provide quality 21<sup>st</sup> century education to the young people in our community.

Teachers play a crucial role at MacKillop Catholic College in the holistic education of the young person, and in promoting the mission and goals of the College, which are to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values

The young people in our care should develop skills in building positive relationships and lifelong learning based on those modelled by College staff. As a new College, MCC utilises Innovative Learning Environments (ILEs) to shape student learning experiences and cultivate a school-wide culture of learning that gives primacy to individuated learning through inquiry, meta-cognition, collaboration and integration.

Learning and teaching at MacKillop Catholic College is committed to ongoing teacher development and capacity building to facilitate the continual development and enrichment of the educational experiences and outcomes for all students. A teacher at MacKillop Catholic College should see themselves as a member of the MacKillop family, working in cooperative partnership with parents and the Catholic Community, and seek to support the Josephite mission.

## PURPOSE OF THE ROLE

The Executive Assistant to the Deputy Principals works as part of the administration team assisting with the smooth and efficient running of the College, in particular providing a high level of administrative and organisational support to the Deputy Principals – Primary and Secondary in all aspects of their roles.

Duties are performed with limited supervision. The Executive Assistant to the Deputy Principals is required to maintain a high degree of discretion and confidentiality in the performance of all duties and the ability to prioritise work to ensure deadlines are met.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

***Typical duties performed may include, but are not limited to:***

- To provide a high level of executive support to the Deputy Principals – Primary and Secondary with administration duties and tasks as requested.
- Monitoring upcoming events in the College community and liaising with the Deputy Principals – Primary and Secondary on a daily, weekly and term basis to understand upcoming priorities in the Deputy Principals – Primary and Secondary schedule, determine administrative and coordinate support requirements to ensure both the Deputy Principals – Primary and Secondary is able to meet their priorities.
- Managing the Deputy Principals – Primary and Secondary email inbox, mail correspondence and incoming phone calls. This includes exercising discretion in determining the necessary course of action for each email/letter/call, responding personally or redirecting to the most appropriate College staff member, and/or briefing the Deputy Principals – Primary and Secondary on matters which require their attention and response.
- Managing the Deputy Principals – Primary and Secondary diaries to support effective time management and delivery of priority activities at the College. This includes vetting and prioritising appointment requests, scheduling appointments within and outside the College and scheduling travel and attendance at events.
- Accessing from other College leaders, basic data analysis of key College success metrics (eg. NAPLAN, PAT-M and PAT-R assessment results, wellbeing data, and staff and student absence rates;) and advising the Deputy Principals – Primary and Secondary of emerging trends requiring attention.
- Compile reports and spreadsheets as required using a variety of platforms, such as Shared Information Systems applications, The College Portal, and the QCAA Portal
- Coordinating the drafting of documents on the Deputy Principals – Primary and Secondary behalf. This includes preparing the first draft of reports, letters, PowerPoint presentations and other documents for the Deputy Principals – Primary and Secondary to review and edit, as well as delegating specific report generation tasks to appropriate administrative staff (eg. extracting data from College systems), in liaison with the Deputy Principals – Primary and Secondary.
- Update and format subject selection booklets in consultation with Deputy Principals – Primary and Secondary.
- Coordinate subject selection interviews including developing schedule of interviews, timetables and communicating with students and families.
- Manage Parent/Teacher/Student interviews through PTO online.
- Assist Deputy Principals – Primary and Secondary with reporting and use of the SRS program Compile, proofread and upload reports to Parent Portal.
- Ensure VET students USI numbers are obtained and recorded and that students are enrolled in courses and course registration forms are obtained and recorded.
- Responsible for the setup, collation and printing of VET certificates and Statement of Attainments on an annual basis.
- Ensure all documents prepared and presented are in accordance with the College's processes.
- Maintain and update a confidential filing system.
- Assist with preparations of camps, retreats, information nights and College events throughout the year.
- Attend training sessions and meetings as required.
- Providing other administrative and coordination support to the Principal, College Leadership Team and Middle Leaders as required.
- Carry out any other duties as directed by the Principal and Deputy Principals – Primary and Secondary.
- General administrative and reception duties as required.
- Maintain appropriate behaviours when engaging with children.

## GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks.
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.
- Facilitate the prevention of child harm by recognising and responding appropriately.

### Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment.
- Manoeuvring within the office/school environment appropriate to the position.
- Frequent use of telecommunication and electronic equipment.

## MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies all staff are required to hold a current Working with Children Blue Card or be eligible to apply.
- Current drivers licence.
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position may be required by the employer or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position.
- Promote child safety at all times

## RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education.
- Code of Conduct for Employees of Catholic Education.
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland.

## ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns.
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

### Please note:

- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles.

## EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:**

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**Signature:**

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**Date:**

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