Mary MacKillop College is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 25 hectares of beautiful gardens and playing fields. Mary MacKillop College is an established College catering for approx. 570 students from Year 7 through to Year 12.

Mary MacKillop College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from qualified and experienced personnel for the following full-time permanent position commencing immediately or January 2017:

**Personal Assistant to the Principal**

*Demonstrated success as a Personal Assistant in an educational setting is desirable.*

The Personal Assistant to the Principal will assist and support the Principal in the day-to-day administration of the College and provide effective liaison between the Principal, staff and the wider community. This person will promote the charism of Saint Mary of the Cross MacKillop.

**Key Areas of Responsibility include:**

- Provide executive and administrative support to the Principal as required, including but not limited to diary management, email, scheduling of meetings, agenda setting and minute taking, composition of correspondence, report preparation and event management
- Oversee Principal’s calendar (via a shared electronic diary) including arranging all internal and external appointments/meetings
- Respond to all incoming telephone calls for the Principal
- Manage mail specifically directed to the Principal and distribute to relevant personnel
- Manage multiple electronic email inboxes and disseminate, respond to and file accordingly
- Liaise with staff and parents and make referrals as appropriate
- Maintain a centralised electronic filing system
- Welcome all visitors to the College who are meeting with the Principal and offer hospitality
- Attend and assist at school events as required
- Prepare and distribute invitations to the Principal’s VIP guests to events held at the College. Meet and greet and organise catering for same
- Provide administrative assistance in the areas of personnel and recruitment. This includes arranging all forms of advertising (print media, webpage and SEEK), acknowledging all applications, arranging interviews for Principal/Deputy Principals and Heads of Learning Areas, liaise with Deputy Principal and Finance Department regarding employment contracts, manage extensive CV database
- Coordinate Annual Review Meeting’s (ARM’s) for the Principal.
- Receipt and acknowledge all Planning and Intentions Forms annually
• Collate the data and prepare for the teachers’ loading letters annually
• Acknowledge all leave requests (parental, long service, other)
• Prepare and circulate the calendar, agendas and papers for meetings attended by the Principal
• Minute taker for various College meetings chaired by the Principal
• Advisory Council Minute Secretary
  - Minute taking including compilation and distribution of agendas, minutes and reports
  - Liaise with Advisory Council Chair and Principal and arrange meetings
• Maintain the Principal’s filing system
• Provide information for and liaise with other members of the College Leadership Team
• Oversee catering arrangements for school catered events and meetings for the Principal and Leadership Team
• Organise domestic and international travel and accommodation for the Principal (including enrichment leave) and Leadership Team
• Undertake all other duties as directed by the Principal

Key Skills and Knowledge
• Extensive administration experience at a senior level including drafting, editing, proof reading and refining all reports/newsletter articles, on behalf of the Principal
• Demonstrated capacity to maintain confidentiality
• Strong interpersonal skills, including the ability to liaise with a range of College stakeholders within and outside the College
• Highly effective communication and team-building skills
• Ability to manage own time, complete multiple tasks within a set time frame and show initiative
• Proficient use of Microsoft Office, Intranet and Internet
• Knowledge of SAS2000 database or willingness to learn
• Knowledge, understanding and willingness to uphold the Catholic values and ethos of Mary MacKillop College

Other Requirements
• Valid Working with Children Check
• Valid National Police Record Check

Remuneration
This position will be an Education Support Category C and remunerated as per the Victorian Catholic Education Multi Enterprise Agreement 2013. Remuneration negotiable and dependent on qualifications and experience (Within the range of $63,924 - $72,453) and includes 7 weeks school holidays.

Your application must contain:
• The prescribed application for employment form – Non Teaching (Available on our website)
• A current Resume
• The names of three referees and their contact numbers

Applications are to be addressed to:
The Principal
Mary MacKillop College
Email: rbowman@mmcrc.catholic.edu.au
Applications close Monday 6th February, 2017