



Job Title:	Principal Executive Assistant and Council Coordinator (Part Time, 3 days per week) Maternity Leave Cover
Reports To:	Principal
Direct Reports:	None
Section of School:	Education Services
Liaises with:	Whole School Community
St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's School is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	• To provide professional executive support to manage the Principal's business. • Support the Director of Finance and Administration as required. • To facilitate the Principal's relationships with key stakeholders. • To coordinate, plan and document Executive Team business to deliver on strategic outcomes. • School Council and Committees Support. • Document management. • There may be some after school commitments required as part of the role.
Role requirements:	<u>Executive Assistant to the Principal</u> • Provide high level strategic, executive and administrative support to the Principal always maintaining a high level of productivity and confidentiality, as follows: • Manage the Principal's calendar to ensure timely attention to operational and strategic priorities, ensuring time is allocated as needed for internal and external meetings • Prepare, edit and manage correspondence on behalf of Principal ensuring all correspondence is actioned and prioritised as necessary • Professionally manage telephone calls, processing and delegating as appropriate using discretion and judgment • Coordinate Executive team meetings, arrange venues, distribute agenda and meeting materials in advance; act as scribe, prepare minutes and action item reports for distribution and follow-up • Assist Principal with regular School Credit Card online reconciliation • Assist the Principal to maintain relationships with staff (informal gatherings, communication of important messages, birthday cards and Christmas cards) • Manage events for Principal as required e.g. LeaderCon and Staff retirements



	• Booking and coordinating interstate and local travel • Conduct research, collect and analyse data to prepare reports and documents. <u>Support to the Director of Finance and Administration</u> • Assisting the DFA as and when required • Assisting DFA with Project Administration <u>Council and Committees</u> • Inconjunction with the Principal, organise Professional Development for Council members • Scheduling of Council meetings, preparation and dissemination of documentation and social functions • Attending all meetings and taking of minutes in a timely manner • Coordination of Council required processes in line with its Constitution and external agencies including any applicable lodgements • Ensure proper records management in accordance with legislative requirements • Coordinate the Council's Succession Planning processes in accordance with the School's Constitution • Organising Council workshops and end of year functions <u>Policies & Procedures (Document Management)</u> • Document management and review of all Policies and Procedures ensuring compliance with legislation and regulations • Manage, research and assist in the preparation of applications, submissions, special project proposals and reports, including coordination with Managers as required <u>General</u> Any other duties as requested by Principal (or their delegates) • Maintain effective records of all correspondence and other business • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Willingness to travel between the Carramar and Duncraig Campuses • Additional duties as required from time to time • Serve as a good ambassador of the School
Key Performance Indicators:	• Timely, efficient and effective support to Principal in accordance with priorities and agreed outcomes • Support to the DFA as and when needed • Evidence in contributing to and supporting the Principal's strategic outcomes • Ensuring strong relationships with Council and Committee Members • Demonstrated ability to provide quality, friendly customer service to all stakeholders • Demonstrated adherence to confidentiality • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training



Selection Criteria:	• Preferred Certificate in Business Administration or at least 5+ years' experience as a Personal/Executive Assistant providing executive support and assistance at a senior level • Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines • Demonstrated high level skills in dealing confidentially and courteously with people at all levels • Demonstrated experience in organising meetings, including preparation and distribution of papers and minute taking (at times out of office hours) • Demonstrated relevant experience with Microsoft Office Programs such as Word, Excel and Outlook • Demonstrate initiative and take a proactive and flexible approach to tasks • Excellent written and verbal communication skills • Ability to handle complaints, crises and conflicts • Ability to work cooperatively and collaboratively as a member of a team • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • National Criminal Record Checking (except Teaching staff) • Willingness to positively and actively contribute to the Christian culture of the School
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I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by Executive Assistant Principal August 2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
6	Aug 2026	Aug 2028	Indiana Sharkey	Amendments to role	Principal/EA Principal
5	Nov 2023	Nov 2024	Indiana Sharkey	Amendments to role	Principal
4	June 2021	June 2023	Rolene Nel	Amendments to role	Principal
3	Oct 2020	Oct 2022	Rolene Nel	Amendments to role	Principal
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO