### Executive Assistant

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Executive assistant</th>
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<tbody>
<tr>
<td>ORGANIZATIONAL UNIT</td>
<td>Administration staff</td>
</tr>
<tr>
<td>DIRECT REPORT</td>
<td>Direct report to Principal</td>
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<tr>
<td>AWARD RELATIONSHIP</td>
<td>Linked to LEVNT Multi Schools Enterprise Agreement 2014</td>
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<tr>
<td>EMPLOYMENT</td>
<td>Full time 38 hrs per week with annual leave to be taken over the summer break</td>
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<tr>
<td>REMUNERATION</td>
<td>School Officer Administration stream with starting level negotiated according to qualifications and experience</td>
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<tr>
<td>COMMENCEMENT DATE</td>
<td>4 April 2016 or as soon as possible thereafter</td>
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<tr>
<td>CLOSING DATE</td>
<td>4pm Wednesday 16 March 2016</td>
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<tr>
<td>INTERVIEW DATE</td>
<td>Interviews will be held on Saturday 19 March</td>
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<tr>
<td>APPLICATION INFORMATION</td>
<td>Applicants are to submit a current professional resume and address the selection criteria. In responding to the selection criteria, detail your professional experience, describe the scope of your skills and examples of your practices as applicable to the nominated criteria. The names of two (2) referees are required with one associated with their current professional position.</td>
</tr>
<tr>
<td>APPLICATIONS TO</td>
<td>Applications are to be sent electronically to <a href="mailto:cheryl.bartel@tlc.vic.edu.au">cheryl.bartel@tlc.vic.edu.au</a></td>
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<tr>
<td>FURTHER INFORMATION</td>
<td>Contact Cheryl Bartel, Principal 03 5023 7013</td>
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Trinity Lutheran College Mildura

Trinity Lutheran College Mildura is a Foundation to Year 10 co-educational college that lives and breathes the spirit of learning offering young people options for their future in a Christ-centred environment.

At TRINITY we encourage young people to be the best that they can be as children of God and make a difference to the world in which they live. It is important that all members of the community see themselves as learners and view learning as a lifelong endeavour. With this in mind, TRINITY promotes an inquiry based approach to learning and teaching where students are both guided and challenged to examine, investigate, think, problem solve and reflect using a supportive learning framework.

At TRINITY we embark on a journey together learning and growing together in community. We place importance on nurturing the individual in such a way that allows them to identify their God-given talents, seek to do their personal best and use these gifts in community to serve God, their family, each other and the wider community. At its heart, TRINITY focuses on the Lutheran Education Australia core values for Lutheran schools: love, justice, compassion, forgiveness, courage, humility, hope, quality, appreciation and service. These values play an integral role in how we live, learn and be together in community.

Lutheran schools encourage students to develop their spirituality. At TRINITY we aim to develop an environment where young people can respond to God’s Word through the development of Christian values, attitudes and relationships.

At TRINITY we focus on building positive relationships in a safe and compassionate environment. At times our relationships with people become broken so we learn how to rebuild our relationship in a spirit of respect and reconciliation. Through restorative practices we are able to bring people together to work through conflict, and deal with harm and hurt in a structured and supportive environment. Our processes focus on repairing, rebuilding and restoring positive relationships with each other.

At TRINITY we aim to provide a compassionate Christian community that seeks to recognize and appreciate the uniqueness, dignity and personal worth of each student. Our size enables us to know and care for each other in a safe family atmosphere. Our students experience a quality education program characterized by a strong commitment to the Christian faith, firm but caring discipline, and the expectation that students will achieve the highest standards of which they are capable.

By working closely with each young person, we strive to equip them for the future by arming them with an optimistic attitude to life, enquiring minds and the skills to make the most of the opportunities they are given. We offer students options and choices in a varied and stimulating curriculum with learning experiences tailored to meet individual learning needs. We place high importance on working with families to develop the most effective learning strategies and learning solutions for each individual. Parents and caregivers are warmly welcomed into the College and we highly value their contribution.

Our programs ensure that students will have a solid grounding in academic studies, are confident in using today’s technology, appreciate their cultural heritage and enjoy sporting and recreational activities. We offer the option for all students to regard themselves as leaders, with the opportunity to take responsibility, show initiative and work as a team. Our intent is that they graduate from TRINITY as confident, competent and mature young people.
Position Summary

1. Dimensions of Position

The executive assistant will provide secretarial and administrative support, primarily to the principal and secondarily to the Business Manager and Deputy Principal. The provision of high level administration support is vital in ensuring the school continues to be managed in an effective manner and operates as a dynamic and progressive educational organization. To effectively fulfil the dimensions of this position, the executive assistant will have excellent communication, interpersonal, information technology and administrative skills. They will have the ability to prioritise and manage tasks to meet deadlines, work well under pressure and react efficiently and proactively. They will display initiative and a commitment to high quality outcomes. The position demands absolute discretion and confidentiality. The executive assistant will need to exhibit a personal commitment to the vision and values of the college.

2. Selection Criteria

a. Demonstrate a high level of skills in administration and database management including accuracy and attention to detail.
b. Demonstrate a high level of proficiency in ICT, including but not limited to Microsoft Office suite and desktop publishing programs.
c. Demonstrate strong communication skills in both oral and written form.
d. Demonstrate highly effective priority management and organizational skills including the ability to work autonomously, a high level of efficiency and managing multiple tasks.
e. Demonstrate high levels of discretion, confidence, flexibility, initiative, perseverance, emotional stability and resourcefulness necessary to contribute to a professional learning community.

3. Key Responsibilities and Accountabilities

The role and key responsibilities are subject to an annual review to ensure that the role and responsibilities remain compatible to the current needs of the College.

GENERAL

3.1 maintain absolute discretion and confidentiality
3.2 maintain electronic diaries for the executive leadership team
3.3 screen communications as required
3.4 act as the liaison point and manage the relationship between the Principal and various internal and external stakeholders and groups
3.5 as directed, research and prepare coordinated responses to issues, collate reports and submissions and draft replies to straightforward correspondence
3.6 perform such other duties as the Principal may assign from time to time

HUMAN RESOURCES

3.7 management of staff information in the school management system, TASS, LEA database, LEXICON and any other database as may be required from time to time
3.8 coordinate in conjunction with the executive leadership team the process of recruitment, new employee information, induction of new staff, processes for performance and development of staff, VIT registration processes and similar

3.9 coordinate staff service awards and other affirmation and recognition awards

**ADMINISTRATION**

3.10 provide administrative support for reports and compliance documents such as policies and procedures, preparing the Annual Report, documents required for registration and accreditation

3.11 prepare and publish calendars

3.12 provide administrative support for school surveys both internal and external and assist in the compilation and reporting of results

3.13 provide administrative and organizational support to the principal as directed

3.14 coordinate meetings, communicate on behalf of the leadership and assist with the preparation of documents for meetings such as staff, executive leadership, working parties and meetings involving external stakeholders

**EVENTS & PROMOTIONS**

3.15 liaise with the Principal to coordinate the College marketing and promotions strategy, working with other staff to operationalise the strategies

3.16 coordinate various College events including Presentation Evening, Open Days, Information Evenings and other promotional events as required

3.17 associated tasks include booking rooms and venues, preparing itineraries and programs, preparing invitations and RSVP lists, catering, décor

**COMMUNICATION AND PUBLICATIONS**

3.18 take editorial responsibility for the production of the College newsletter, various handbooks and promotional literature

3.19 maintain the College website and other digital and online communications

3.20 manage the College foyer appearance including the electronic notice board

**4. Qualifications & Experience**

- Administrative or business qualifications
- Satisfactory national police and working with children check
- First aid qualifications (if not currently held, then prepared to obtain)
- Advanced knowledge and experience in office administration and Microsoft Office programs
- Experience in desktop publishing preferred or the preparedness to complete training in this program area