

Position Description

Title: Executive Assistant to the Chief Financial Officer

Full time role

Senior School Campus



This Position Reports to: Chief Financial Officer

Department: Corporate

Date: October 2023

PREAMBLE

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

PURPOSE OF THIS DOCUMENT

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated capacity to provide high level, confidential and timely, executive and administrative support services.
- Demonstrated understanding and experience in a senior office administration role including finance, minute-taking and time management skills.
- Demonstrated understanding of corporate governance practices including financial accountability and legal research skills.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

Experience

- Experience and Knowledge:

Demonstrate a strong foundation and an in-depth understanding of the administration of an office including exceptional use of the Microsoft Office suite.

At least 5 years' experience in an executive support role.

- Professional Development:

Demonstrated engagement in ongoing professional development that enhances skills, including participation in workshops, conferences, and professional learning communities that contribute to continuous growth.

- Additional requirements

Must hold a current Working With Children check (Blue card).

Provide a recent criminal history check certificate – must be within 2 months of appointment.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Executive Assistant role in The Southport School, holds a crucial role in ensuring the smooth operation of the Office of the Chief Financial Officer and the School Council.

The role play a pivotal role in fostering a positive work environment liaising with other corporate departments and adhere to relevant corporate policies and regulations.

Key responsibilities:

The role of an Executive Assistant will:

- Prepare accurate and timely reports, correspondence and other documents from the CFO office.
- Undertake a variety of legal research, project and committee support activities, including coordination and preparation of plans, reports, correspondence and other documentation.
- Maintain effective time management practices for the CFO including coordinating diary appointments, prioritising correspondence, preventing unnecessary interruptions and screening telephone calls.
- Undertake investigation, research and analysis of sensitive and confidential matters.
- Provide executive support for School Council Committee meetings chaired by the CFO including preparing agendas, papers and minute-taking for these meetings along with prioritising correspondence and responding to outstanding queries and requests for information.
- Provide secretariate support for a number of internal and external meetings including scheduling, catering, collation and distribution of written materials.
- Coordination of funding submissions and preparation of documentation for State, Commonwealth and Independent sector funding as required.
- Act as a main point of contact for external vendors including campus (facilities) bookings and camp organisation, including preparation of licensing agreements, catering and invoicing requirements.
- Project work as required by the CFO.

Communication and compliance responsibilities

- Excellent written and verbal communications skills to be utilised in forging productive partnerships and genuine collaboration with parents and support staff.
- Demonstrated high level interpersonal skills, initiative and maturity with a strong willingness to be flexible and work as part of a team.
- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where staff and students feel physically and emotionally protected.
- Ensuring compliance with policies, procedures and regulations by the School Council via induction and reporting to the Anglican Schools Commission.

GENERAL DUTIES AND RESPONSIBILITIES

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy

- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.