



Executive Secretary to the Leadership Team

Position Description

Brigidine College St Ives commits itself to education that is centred on the Gospel and is faithful to the Catholic community and the Brigidine heritage. Staff at Brigidine have professional and personal attributes that enable them to share their knowledge with others with a view to improve their practice. They successfully involve themselves in initiatives that make a positive contribution to the quality of teaching and learning, wellbeing and cocurricular involvement in their school. Support Staff have the ability to support a multi-faceted team.

The College recognises the integral role played by the Executive Secretary to the Leadership Team in the life of the school. In appointment to this position, the Principal delegates the responsibility for the effective support and administration in the relevant area.

Reports to: Deputy Faith and Mission and Director of Student Wellbeing (and other members of the Leadership Team as required)

MISSION

The Executive Secretary will demonstrate commitment to the Catholic ethos and spiritual life of the College by

- Supporting the religious rites and practices of the Catholic faith
- Supporting the Brigidine tradition and heritage in the daily life of the College.

KEY RESPONSIBILITIES

This role supports both the Deputy Principal Faith and Mission and the Director Student Wellbeing in any requirements as outlined below. From time to time the role may also be required to support another member of the Leadership Team.

- Support the administrative requirements
- Manage each individual's calendar, aligning to the College calendar and with priority given to their teaching timetable
- Support each with coordination and bookings of activities, events, venues and guests – e.g. guest speakers, excursions, camps, retreats and special assemblies
- Support Director of Student Wellbeing coordinating parents/counsellor/year coordinator meetings
- Liaise with parents via email, phone or in person
- Be responsible for keeping the detention register up to date and following up when required
- Student filing and the archiving and management of the files
- Retreats
 - management of venue bookings and requirements, staff/student medical and dietary requirements
 - liaise with the venue regarding program of retreat, accommodation, meals and equipment required

- manage parent portal permissions, parent communication and follow up outstanding information
- contact and liaise with external care providers that support the Social Justice retreat program
- work one on one with Year coordinator in compiling data
- Camps
 - liaise with Camp provider - each camp provider has an allocated staff member for each year group
 - work with Year Coordinator and the camp facilitator to ensure all paperwork and deadlines are met
 - manage parent portal permissions, parent communication and follow up outstanding information
- Assist all Year Coordinators
 - work closely with each year coordinator to support their administration needs
 - work with them with communication with parents and assist with year group events
- Leadership/Social Justice coordinator
 - administration support and communication to parents
 - assist with organisation of Student Leadership Seminar for future student leaders
 - book accommodation, parent communication, Parent Portal - permissions manage and follow up
- College Photos – management of data for company being used for main photo day and student ID photos
- Oversight and management of the collation and distribution for the Principal’s Award system (merit system)
- Year 12 Graduation – coordination and management of obtaining letters from Year 12 parents to their daughters for graduation dinner
- Coordinate Mentor lists and keep updated on Sentral
- Preparation of certificates, awards and student references
- Create forms, spreadsheets and labels as required
- Work closely with Executive Secretary of Teaching and Learning - support each other in busy times
- Support Reception as required

KEY CHALLENGES:

- Organisational skills
- Communication skills
- Maintain professional confidentiality
- Attention to detail
- Initiative - Ability to think ahead and plan

EXPERIENCE and QUALIFICATION REQUIREMENTS:

- Good time management skills
- Excellent interpersonal skills, flexible attitude and ability to prioritise and work under pressure
- Familiarity with Word, Excel and Forms

- Familiarity with basic use of the College database, Sentral

Relationships:

- Deputy Principal Faith and Mission
- Director of Student Wellbeing
- Year Coordinators and Counsellors
- Leadership and Social Justice Coordinator – Administration support
- Principal and Leadership Team – working within broader College context
- Administration team
- All staff