



Executive Assistant/Student Data Administrator

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 Assistant/Student Data Administrator 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 Principal Teaching and Learning; Director Administration and Director Staff.

MISSION

The Executive Assistant 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 members of the Leadership Team in requirements including, but not limited to:

- Manage individual calendars, with priority given to their teaching timetable.
- Keep individuals advised of priority issues, ensuring appropriate follow-up.
- Support each with the coordination and bookings of activities, events, venues and guests.
- Management and archiving of relevant files.

- Determine priority of matters of attention for the leadership team, redirect matters to staff, or handle matters personally, as appropriate.
- Manage phone calls and incoming correspondence, redirecting questions and issues where appropriate and/or drafting acknowledgement or responses to email and letters.
- Compose and prepare letters relating to routine correspondence for signature.

- Coordinate the student academic reporting process.
- Maintaining student data and activity records.
- Student database management.
- Prepare documents, reports, spreadsheets, tables and charts; distribute as appropriate.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes.

KEY CHALLENGES:

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

EXPERIENCE and QUALIFICATION REQUIREMENTS:

- Outstanding time management skills
- Excellent interpersonal and communication skills,
- Flexible attitude and ability to prioritise multiple demands
- Advanced skills with the Microsoft Suite including Word, Excel and Forms
- Willingness to learn and use the College database, Sentral

RELATIONSHIPS:

- Deputy Principal Teaching and Learning
- Director Administration
- Director Staff
- Principal and Leadership Team – working within broader College context
- Administration team
- All staff