



**POSITION DESCRIPTION
PERSONAL ASSISTANT
TO THE DIRECTOR OF CORPORATE SERVICES**

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POSITION DESCRIPTION

PERSONAL ASSISTANT TO THE DIRECTOR OF CORPORATE SERVICES

Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The College is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title:

Personal Assistant to the Director of Corporate Services

Section/Department/Learning Area:

Corporate Services

Workload and Tenure:

Full-time (1.0FTE) – 8am to 4pm Monday to Friday

Permanent Appointment, subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Personal Assistant to the Director of Corporate Services position reports to the Director of Corporate Services (DCS) within the Corporate Services Department.

Section 6. Responsibilities and Duties

Overview

The role of the Personal Assistant is to provide high level administrative and secretarial support to the Director of Corporate Services (DCS), designated Committees and work groups. The Personal Assistant is responsible to ensure the efficient and effective operation of the DCS' office, including workflow and comprehensive support tasks, correspondence and diary management, preparation and briefing on various meetings and events, and liaising with all levels of the College community including staff, parents and students, and external agencies.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos

Duties and Responsibilities

Your specific duties include but are not limited to:

Administrative and Secretarial Support to the DCS:

- Screen internal and external telephone calls and enquiries, and determine priority for the DCS' attention, or handle independently and re-direct to appropriate parties
- Deal with correspondence addressed to the DCS, in a timely manner
- Set up and manage an effective and efficient electronic and paper filing system, to ensure compliance with applicable recordkeeping requirements
- Provide secretarial support to the DCS, including the drafting and writing of letters and memos as required
- Liaising with the administration department to maintain stationery requirements for Café, Finance and the Property and Services Departments
- Manage the DCS' appointments diary
- Schedule meetings with internal and external parties as required
- Monitor matters requiring the personal attention of the DCS, with associated deadlines and prepare relevant documentation
- Monitor matters requiring attention and, in the absence of the DCS, take action or refer onwards to the appropriate forum or personnel
- Ensuring excellent levels of customer service including but not limited to ensuring visitors are greeted properly and refreshments supplied as necessary
- Collation of employee recognition nominations and in consultation with the DCS creation of awards and associated gifts
- Assist with the organisation of functions and events as required by the DCS.

Administrative and clerical support to Meetings

- In consultation with the DCS drafting of agendas and appropriate paperwork for meetings of the Senior Leadership, sub-committees of the Board, the Board and Building Project team

- Facilitate meetings and handle communications as necessary to ensure attendance
- Attend meetings and act as minutes secretary as required for meetings

Finance

- Generate purchase orders as required
- Keep receipts for all credit card payments, for accounting purposes and complete monthly reconciliation

Insurance

- Process student accident insurance claims and liaise with insurance broker and parents as necessary
- Assist the DCS with the annual renewal of College insurance policies and other insurance enquiries
- Monitor High Risk Incidents – including appropriate filing in the Student Management System and assisting the DCS with termly reporting to the Board
- Administration concerning the Certificates of Currency for contractors working on the College premises, organisations renting the College facilities and those providing a service to the College using the College's Contractor Management System

Housekeeping

- Maintain the electronic booking calendar for allocated meeting rooms
- Check the meeting rooms daily to ensure they are in proper order for College meetings

Other Duties

Any other duties as necessary to ensure the effective and efficient functioning of the office of the DCS including but not limited to:

- In consultation with the DCS ensure that the Corporate Services publications are kept up to date
- Assist with the archiving of documents across the Corporate Services departments
- Engaging as directed in topic research and ad hoc projects as required by the DCS

Workplace Health and Safety

- Provide support to DCS and Workplace Health and Safety Committees to achieve compliance with legislation and policy
- Comply with College policies and procedures, and take responsibility for self and others by complying with Workplace Health and Safety and Equal Opportunity requirements of the College

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Highly effective communication skills – demonstrating an ability to liaise effectively with members of the external and internal College community ensuring a consistent Customer Service focus.
2. Hold a Certificate III in Business Administration or an equivalent level of expertise gained from a combination of recent experience, training or professional accreditation.
3. Ability to work well under pressure, dealing calmly with a number of tasks at once and ensuring their completion.
4. High level of Computer literacy with proven ability in Microsoft Word, Excel, and Powerpoint and in the use of database systems.
5. Ability to be self-motivated and demonstrate sound organisational skills.
6. Ability to ensure data integrity through demonstrated attention to detail and quality data input.
7. Display discretion, confidentiality and integrity between staff, students, parents and the wider community.
8. Contribute consistently as a team member whilst also being a self-starter displaying initiative and responsibility.

Desirable

1. Experience with TASS (the College's SMS).
2. Previous experience in the Corporate Services area of a school environment.

Section 8. Application

Full details are available on the College [website](#). Enquiries can be made to the Human Resources Manager on 9302 8777 or HR@kcc.wa.edu.au.

Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon Thursday 15 June 2023

**Peter Burton,
Principal
May 2023**