



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Executive and Business Support Assistant</b>	
<b>REPORTS TO</b>	<b>Executive Director Office</b>	
<b>MAIN PEOPLE INTERACTIONS</b>	<b>INTERNAL</b> Executive Director Corporate Services Team Manager, People & Culture Manager, Risk and Compliance Manager, Information Systems Other AISWA staff	<b>EXTERNAL</b> Member schools Parents Visitors Suppliers Contractors Government Departments
<b>POSITION PURPOSE</b>	This position is an important role in the member-based Association. It is responsible for managing front desk interactions and operations, including welcoming guests, coordinating meetings, and handling enquiries. The role also provides high-level support to the Executive Director, including diary management, travel arrangements, communication, and meeting coordination. Additionally, the position provides administrative support to the Corporate Services Directorate and contributes to the overall office administration across AISWA.	
<b>PURPOSE, VALUES AND BEHAVIOURS</b>	<p><b>PURPOSE</b></p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p><b>OUR VALUES</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Service</li> <li>• Equity</li> <li>• Stewardship</li> </ul> <p><b><u>Integrity – We build trust through honesty and integrity.</u></b></p> <p>As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><b><u>Service – We actively listen, lead, and support our sector.</u></b></p> <p>We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p><b><u>Equity – We celebrate choice and diversity.</u></b></p> <p>We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p><b><u>Stewardship – We responsibly and ethically manage resources entrusted in our care.</u></b></p> <p>We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p><b>EXPECTED BEHAVIORS AND ATTITUDES:</b></p> <ul style="list-style-type: none"> <li>• Actively support AISWA's Purpose</li> <li>• Comply with AISWA's Values, Policies, Procedures, and Codes</li> <li>• Adhere to all Health and Safety laws and contribute to a safe and healthy workplace.</li> </ul>	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<b>Manage Front Desk and General Office Operations</b>	<ul style="list-style-type: none"> <li>• Welcome guests to AISWA, ensuring high levels of visitor satisfaction.</li> <li>• Handle general AISWA correspondence, including emails, letters, and phone calls, and respond to enquiries promptly and professionally.</li> <li>• Maintain key AISWA administrative documents such as contact lists and directory information.</li> <li>• Order and manage consumables and supplies, including stationery, cleaning products, and staff amenities.</li> <li>• Maintain front desk-associated areas, including meeting rooms.</li> </ul>
<b>Executive Director Support</b>	<ul style="list-style-type: none"> <li>• Proactive and efficient diary management.</li> <li>• Draft, manage and coordinate communications as directed by the Executive Director (ED), including correspondence with government and other stakeholders.</li> <li>• Coordinate all travel requirements for the ED, or as directed.</li> <li>• Develop and manage agendas for ED-led meetings.</li> <li>• Manage ED expense accounts, including processing expense reports.</li> <li>• Attend meetings as required and take accurate minutes.</li> <li>• Assist in the preparation of speaking notes and presentations.</li> <li>• Undertake project work or research tasks as advised by the ED.</li> <li>• Perform other duties as required by the Executive Director.</li> </ul>
<b>Administrative Business Support</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to the Director, Corporate Services, and other senior staff as directed.</li> <li>• Prepare, edit, and distribute documents, reports, and presentations in a range of formats.</li> <li>• Manage travel bookings including flights, accommodation, and car hire for the Corporate Services and Strategic Communications and Business Development Directorates.</li> <li>• Assist with financial tasks such as processing invoices, managing expense claims, and reconciling credit card statements.</li> <li>• Support Corporate Services business projects, including conducting research, analysing data, and assisting with documentation.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Assist the Manager Risk and Compliance with building maintenance and services, including liaising with contractors as required.</li> </ul>
<b>Position Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in a similar administrative or executive support role.</li> <li>• High proficiency with Microsoft Office Suite (Word, Publisher, Excel, PowerPoint, Outlook, and Microsoft Teams).</li> <li>• Strong organisational skills, with the ability to manage multiple priorities and meet deadlines using initiative and sound judgement.</li> <li>• Warm, approachable manner with a professional appearance and the ability to work effectively with a diverse range of people.</li> <li>• Excellent communication skills, strong attention to detail, and the ability to manage confidential information with discretion.</li> <li>• A collaborative team member who can also work independently when required.</li> <li>• Experience coordinating diaries, meetings, events, and/or travel for senior leadership.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A Diploma or Degree in Business Administration is highly desirable.</li> </ul>