



POSITION DESCRIPTION

POSITION TITLE	Personal Assistant and Front Desk Support	
REPORTS TO	Executive Director Office	
MAIN PEOPLE INTERACTIONS	INTERNAL Executive Director Corporate Services Team Manager, People & Culture Manager, Risk and Compliance Manager, Information Systems Other AISWA staff	EXTERNAL Member schools Parents Visitors Suppliers Contractors Government Departments
POSITION PURPOSE	This position plays an important role within our member-based Association, providing high-level support to the Executive Director, including diary management, travel arrangements, and meeting coordination. It also manages front desk operations, including welcoming visitors, coordinating meetings, and handling enquiries in a professional and efficient manner.	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p>Integrity – We build trust through honesty and integrity As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p>Service – We actively listen, lead, and support our sector 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>Equity – We celebrate choice and diversity 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>Stewardship – We responsibly and ethically manage resources entrusted in our care 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>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA’s Purpose • Comply with AISWA’s Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Executive Director Support	<ul style="list-style-type: none"> • Proactive and efficient diary management. • Coordinate travel arrangements and itineraries. • Provide meeting and other event coordination and administrative support. • Providing communication support • Manage Executive Director expense accounts, including processing expense claims.
Front Desk and General Office Operations	<ul style="list-style-type: none"> • Welcome visitors to AISWA, ensuring a professional and positive experience. • Manage general AISWA correspondence, including emails, letters, and phone calls, and respond to enquiries promptly and professionally. • Maintain key administrative documents, including contact lists and directory information.
Other	<ul style="list-style-type: none"> • Undertake other duties as required by the Executive Director.
Position Selection Criteria	<ul style="list-style-type: none"> • Demonstrated ability to undertake administrative duties. • Experience coordinating diaries, meetings, events, and/or travel. • High proficiency with Microsoft Office Suite (Word, Publisher, Excel, PowerPoint, Outlook, and Microsoft Teams). • Strong organisational skills, with the ability to manage multiple priorities and meet deadlines using initiative and sound judgement. • A warm and approachable manner, with a professional presentation and the ability to engage effectively with a diverse range of stakeholders. • Excellent communication skills, strong attention to detail, and the ability to manage confidential information with discretion. • A collaborative team approach, with the ability to work independently when required.
Qualifications	<ul style="list-style-type: none"> • A post school certificate or tertiary degree is highly desirable.