

## Executive Assistant

John Forrest Secondary College

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| <b>Position number</b> | 00043600  |
| <b>Agreement</b>       | Department of Education (School Support Officers) CSA Agreement 2021 or as replaced |
| <b>Classification</b>  | Level 2   |
| <b>Reports to</b>      | Manager Corporate Services (Level 6)  |
| <b>Direct reports</b>  | Nil   |

### Context

John Forrest Secondary College is an Independent Public School based in Morley which offers a vibrant and dynamic learning experience for students. John Forrest SC is committed to developing excellent learning experiences through quality staff, resources, facilities and diverse education and training.

Further Information about John Forrest Secondary College is available on [Schools Online](#) and our website [Home - John Forrest Secondary College](#)

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide clerical, administrative and operational support to the Principal and college executive, including managing incoming telephone calls, visitor enquiries, diary appointments and schedules, meetings, emails and other communications
- Under the direction of the Principal, liaise with department staff, visitors and members of the public on a range of college related matters.
- Prepare and distribute college correspondence, including electronic communications.
- Prepare documents for Department and annual reports and student certificates.
- Provide editorial support for reports, newsletters and the college website in accordance with Department protocols and guidelines, ensuring content is current.
- Maintain an effective management and filing system for correspondence, corporate information and records relating to projects, initiatives, committees and other activities.
- Provide executive support to the College Board, including preparing and distributing meeting agendas and minutes and following up on actions where required.
- Under direction of college executive, administer the operation of college and external databases and information systems, timetabling adjustments and booking systems for parent teacher nights and room and equipment bookings.

- Organise college functions, including catering requirements.
- Organise professional learning events, bookings and catering for school staff through the Professional Learning Information System (PLIS) and other external providers.
- Assist with travel arrangements, including preparing travel documents and booking flights and accommodation.
- Maintain and administer the college learning management system.
- Coordinate supplies and stationery orders and publication printing for the college.

### **Selection criteria**

1. Demonstrated well developed knowledge and experience in administrative and clerical functions.
2. Demonstrated effective written, verbal and interpersonal communication skills, including the ability to exercise confidentiality and liaise with individuals at all levels.
3. Demonstrated sound keyboarding and computer skills, including a working knowledge of word processing, databases, spreadsheets and information technology systems.
4. Demonstrated initiative and good organisational skills with the ability to prioritise and finalise tasks with minimal supervision, solve problems and work as part of a team.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            10 May 2023  
Reference    D23/1133779