



2 Corcoran St, Marsden Park NSW 2765
P 02 8806 6300
employment@mpac.nsw.edu.au



EXECUTIVE ASSISTANT TO THE PRINCIPAL

Marsden Park Anglican College provides a learning environment where the strength and character of each individual is encouraged and celebrated.

Established in 2016 as a campus of Richard Johnson Anglican School, from 2024 the campus will operate as a stand-alone school, known as Marsden Park Anglican College. With over 500 students from Pre-K to Year 7 in 2024, by 2029 the school will operate from Pre-K to Year 12 with approximately 1200 students.

Our mission is to see young people develop a love of God, a love of life, a love of learning and a love for others. We are committed to providing opportunities for every individual all in the context of a joyful, safe and encouraging community.

As part of the Anglican Schools Corporation, Marsden Park Anglican College seeks to deliver affordable high- quality education, shaped by the Bible, to local families. The College is committed to providing excellence in education, seeing every student succeed academically, develop lives of rich character and enjoy an offering of co-curricular activities to pursue their passions.

Position Title	Executive Assistant to the Principal
Department	Administration
Award/Agreement	Remuneration, duties, and conditions will be as per the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (or as revised)
Status	Permanent Full Time
Reporting	Principal
Key Relationships	Principal, Administration Staff, Head of Junior School, Head of Senior School, Teachers
Commencement	2 nd October or as negotiated



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THE POSITION

The Executive Assistant to Principal will report directly to the Principal and will be responsible for the management of all matters that relate to the Principal and Administration office, personnel administration, time management planning, problem resolution and such other matters that may from time to time be required.

The successful applicant will be passionate about providing welcoming and excellent customer service to our community, is able to operate with collaboration, cooperation, teamwork and professionalism, has prior experience in high-level executive support, possesses excellent communication both written and verbal, strong organisational skills and be used to working to tight deadlines.

The Executive Assistant to Principal delivers a broad range of services to support the College. This includes managing the administration team, which includes reception, sick bay and general student enquiries.

KEY RESPONSIBILITIES

MANAGEMENT OF THE PRINCIPAL'S OFFICE

- Support the Principal in his day-to-day duties
- Ensure the Principal is briefed at all times regarding staff, parent and student issues
- Prepare appropriate verbal and written responses as directed by the Principal
- Draft and prepare correspondence, emails, reports, presentations, flowcharts, agendas, minutes, word processing and proofing on behalf of the Principal for approval
- Follow up matters as required on behalf of the Principal
- Proofread all letters and documents prepared by the Principal prior to final production and circulation
- Research and/or gather relevant data on specific matters to enable the Principal to respond to issues and/or write reports
- Co-ordinate and liaise with external groups as required
- Maintain all general administration and files from the Principal's office (includes all staff files, Child protection matters, student references etc)
- Type minutes of meetings as required by Principal
- Prepare, collate and distribute College Council papers
- Maintain a "for further action" file for any matters requiring follow up or review by the Principal
- Triage enquiries and complaints directed to the Principal

MANAGEMENT OF THE PRINCIPAL'S DIARY AND EVENTS

- Organise and manage the Principal's diary including forward planning on a yearly, term by term, weekly and daily basis
- Manage the College Calendar and associated processes
- Attend to the Principal's travel and accommodation arrangements as required
- Plan and organise special events requested by the Principal
- Arrange catering for special events

OFFICE MANAGEMENT

- Ensure the smooth and efficient running of the Administration Office
- Supervise, allocate tasks to and support the Administration Staff
- Oversee the resourcing and stocking of office supplies
- Resolve conflicts in relation to general operations, timing and resources
- Meet regularly with the Administration Team to review procedures, policies and workloads
- Provide regular feedback to and conduct annual appraisals for Administration Staff



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RECRUITMENT

- Organise recruitment advertisements, posts and associated position descriptions
- Manage incoming applications
- Organise interviews for potential candidates
- Prepare employment contracts through the Contract Dashboard
- Update and maintain staff details in all required databases
- Arrange for exit surveys and exit interviews as appropriate
- Maintain position descriptions and update as necessary
- Collate staff leave requests for approval by Principal and communicate to Executive and Administration staff as required
- Manage Working with Children clearances and records
- Manage external contractors in conjunction with Property staff
- Liaise with Workers Compensation consultant
- Liaise with Payroll in relation to Payroll matters

POLICY MANAGEMENT

- Maintain policies as per the policy register
- Update policies as required
- Oversee compliance requirements
- Attend Policy, Risk and Compliance meetings and action relevant items

OTHER

- Carry out other duties as required by the Principal

It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required by the learning, wellbeing, cultural, community and administrative requirements of the College.

THE CANDIDATE

A suitable candidate for this position will be passionate about providing welcoming and calm reception for all who interact with School's Administration and Principal's Office. They will have a genuine love of people with highly developed and effective interpersonal communication skills, warmth and engagement, and the ability to work collaboratively with colleagues and parents, offering excellent customer service to our With flawless professionalism and prior experience in high-level executive support, they will be exceptionally organised and be used to working to tight deadlines.

The Executive Assistant to Principal will demonstrate an active Christian faith and involvement in their local church, supporting the Christian ethos of the College. The EA will report directly to the Principal and will be responsible for the management of all matters that relate to the Principal and Administration Office as well as providing support for other areas of operation including policy, compliance and events.

ESSENTIAL:

- Current Working with Children Check Number for paid work
- First Aid Certificate

DESIRABLE:

- Experience with Edumate, digital database maintenance
- Experience working in an education environment or a not-for-profit environment



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EXPECTATIONS

- A personal Christian faith and commitment to servant-leadership
- Support the mission vision and objectives of the Anglican Schools Corporation and Marsden Park Anglican College
- Be loyal to the Principal and the school, demonstrating professional and personal integrity
- Ability to handle sensitive matters in a confidential manner
- Be approachable and a good communicator
- Ability to lead others and work collaboratively with colleagues, parents and staff
- Ability to operate effectively both as an individual and as part of a team
- Capacity to solve problems, show initiative and follow direction
- Establish and maintain effective and respectful relationships with students, staff and parents
- Technologically literate and able to adapt to different technologies and to seek instruction for new technology as needed to support personal skills development
- Competence in Word, Excel, PowerPoint and Outlook
- High level of literacy skills and effective communication skills when interacting with staff, parents, students and external providers
- Be proactive and innovative and open to change
- Be committed to personal and professional development
- Be dynamic, warm, engaging, flexible and good humoured

APPLICATION PROCESS

Interested applicants are encouraged to apply early as interviews may commence prior to the closing date. Marsden Park Anglican College reserves the right to make an appointment by invitation.

Interested applicants should submit the following:

- A completed Application for Employment form accessed from www.mpac.nsw.edu.au
- A cover letter addressing Key Responsibilities, Candidate Profile and Expectations (no more than two pages)
- A Curriculum Vitae (no more than five pages)
- Three Referees, one of whom should be your Church Minister or Pastor
- Copies of qualifications, as relevant
- '100 Point' [proof of identity](#) (Driver's Licence, Medicare card, birth certificate, passport)
- Current Working with Children Check Number for paid work

Applications should be addressed to Mr Darren Cox, Principal and submitted as one PDF file saved as applicant's full name by email to employment@mpac.nsw.edu.au

Applications close Friday 8th September at 4.00pm

CHILD SAFETY

Marsden Park Anglican College is committed to child safety and complies with the requirements of the *Child Protection (Working with Children) Act 2012*. All staff are required to comply with the applicable child protection legislation and ensure that the College's Child Safety policies and procedures are implemented at all times.

Education has an important role in supporting children and young people and identifying where problems arise that may put their safety, welfare, or well-being at risk. All College staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.