



## About Us

The Anglican Schools Corporation (ASC) is a network of schools, established in 1947 by the Synod of the Anglican Church Diocese of Sydney. Operating across Greater Sydney, the South Coast and the Central West of NSW, ASC provides high-quality, affordable Christian education within a biblical worldview. The Corporation supports schools to deliver excellence in teaching and learning, maintain safe and efficiently operations, and grow sustainably in service of local communities.



### Our Vision:

Serving Christ by equipping students for His world.



### Our Mission:

To provide affordable, high-quality Christian education.



### Our Objectives:

- To provide high quality education within a Christian worldview that is shaped by the Bible.
- To communicate in word and deed the gospel of Jesus Christ to students, staff, parents and the wider community.
- To provide education that is financially accessible to local communities.
- To operate the Corporation efficiently and safely.
- To grow the Corporation.



### Our Values:



#### Act justly

Serving with integrity, diligence and a commitment to excellence.



#### Love mercy

Showing kindness, respect and genuine care for others.



#### Walk humbly with God

Modelling humility, trustworthiness, teachability and servant leadership.



# Role Description

<b>Role Title:</b>	Executive Assistant (Assets & Capital Works)
<b>Employment Type</b>	Full Time, Temporary (6-month contract with possibility of extension)
<b>Written by and date:</b>	Executive Manager Assets & Capital Development April 2026
<b>Employee Name:</b>	TBC – Vacant
<b>Department:</b>	Assets & Capital Development
<b>Location:</b>	Group Office, Hurstville
<b>Responsible to:</b>	Executive Manager Assets & Capital Development
<b>Positions reporting to this role:</b>	N/A
<b>Role context:</b>	The Executive Assistant (Assets & Capital Works) role provides high-level executive assistance to the Executive Manager Assets & Capital Development and project administration support to the Capital Works team across ASC's capital works and asset building activities.
<b>Key working relationships:</b>	<ul style="list-style-type: none"> <li>• Executive Manager Assets &amp; Capital Development</li> <li>• Project Managers (Capital Works)</li> <li>• Other Group Office Staff</li> <li>• School-based leadership and administrative staff</li> </ul>
<b>Role Purpose:</b>	<p>This role will provide essential administrative, organisational and project related support to the Assets &amp; Capital Development team to ensure the effective and timely delivery of Executive and project tasks and requirements.</p> <p>The role will deliver high-level Executive Assistant support to the Executive Manager, including but not limited to diary coordination and management, meeting preparation, communications, management of confidential information.</p> <p>In addition, the role will also support project functions by coordinating documentation, processing and filing project invoices, maintaining accurate and current project records, and updating project data within various software to support reporting, tracking, governance and decision-making.</p> <p>This role requires proactive coordination, attention to detail, and strong communication to enhance operational efficiency and financial accuracy which contributes to improved project visibility and performance across the Corporation's capital works portfolio.</p>

<b>Key Responsibilities:</b>	<p><b>Executive and Team Support</b></p> <ul style="list-style-type: none"> <li>• Provide proactive executive assistance to the Executive Manager, including complex calendar management, meeting scheduling, email oversight, document preparation and confidential correspondence.</li> <li>• Coordinate and prepare meeting agendas, papers and action lists; record and distribute accurate meeting minutes.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Assisting with presentations, templates, contract drafting and tender document drafting</li> <li>• Organising team planning days, workshops and executive-level events.</li> <li>• Provide administrative support to the Capital Works team, including coordinating meetings, maintaining filing systems, preparing documentation and assisting with project workflows.</li> <li>• Assist with team logistics, scheduling and coordination across 18 school sites.</li> </ul> <p><b>Invoice Processing &amp; Financial Tracking</b></p> <ul style="list-style-type: none"> <li>• Process, code, and file project invoices accurately and in line with delegations and procurement policies.</li> <li>• Track, file and reconcile credit card receipts and expense documentation.</li> <li>• Liaise with Finance/Accounts Payable to resolve discrepancies and monitor payment status.</li> </ul> <p><b>Project Support &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and updated project records, registers and folders.</li> <li>• Support project managers with project coordination tasks including scheduling, documentation control and procurement support.</li> <li>• Track project milestones and ensure required documentation (insurances, certifications, compliance) is received from contractors and consultants.</li> <li>• Support with onboarding of new asset management system</li> </ul> <p><b>Project Administration</b></p> <ul style="list-style-type: none"> <li>• Update project information, tasks, budgets, risks and cost reporting software to ensure high-quality, timely and accurate project data.</li> <li>• Generate required reports / registers and follow up with project owners on overdue actions or missing information.</li> </ul> <p><b>Communication &amp; Stakeholder Liaison</b></p> <ul style="list-style-type: none"> <li>• Serve as a central point of contact for internal and external stakeholders.</li> <li>• Build positive working relationships with school leadership, contractors, consultants and suppliers.</li> <li>• Support clear, timely communication across the Capital Works portfolio.</li> </ul>
<p><b>Challenges and Opportunities</b></p>	<ul style="list-style-type: none"> <li>• Balancing executive support priorities with multiple live project workflows.</li> <li>• Maintaining accurate records across a multi-site portfolio.</li> <li>• Supporting technical and non-technical stakeholders with clear communication and strong follow-up.</li> <li>• Improving consistency, control and efficiency across capital works administration.</li> </ul>
<p><b>Requirements and Qualifications:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience as an Executive Assistant, and background in Team Assistance, Project Administrator, Project Coordinator or similar support role</li> <li>• Strong executive support skills, including diary management, meeting coordination, document preparation and handling confidential information</li> </ul>



- Experience in invoice processing, records management and administrative workflow coordination
- Excellent organisation and attention to detail, with the ability to manage competing priorities and follow through on actions
- Strong written and verbal communication skills, including preparation of correspondence, minutes, reports and project documentation
- Proficiency in Microsoft Office and confidence working with document, finance or project management systems
- Current and valid NSW Working With Children Check (Employee)
- Genuine commitment to the Christian ethos, values and mission of the Anglican Schools Corporation

**Desirable**

- Experience supporting projects, capital works, construction, property, facilities, infrastructure or school-based project activity.
- Familiarity with procurement, contractor documentation, compliance tracking, contract administration or project registers.
- Experience in a multi-site, education, not-for-profit or similarly regulated environment.
- Experience using cost reporting software or project management / project controls software.
- Relevant qualifications in business administration, project administration, office management or a related discipline.

**Acknowledgement of Role requirements**

<b>Role holder:</b> (Name and signature)		<b>Date:</b>	
<b>Manager:</b> (Name and signature)		<b>Date:</b>	