



## **Executive Assistant to the Director of Curriculum**

### **ROLE DESCRIPTION**

Waverley College is a Catholic Boys' School in the Edmund Rice Tradition (Year 5-12) The College also operates a co-educational community pre-school. Waverley College is committed to liberating the potential of every learner in the areas of beliefs, innovation, relationships, resources, environment, leadership and life. The College seeks to develop innovative learning, teaching, wellbeing and care programs that assist boys flourish across their spiritual, intellectual, social, emotional, cultural and physical elements

#### **Purpose**

This position supports and facilitate the work of Director of Curriculum.

#### **ACCOUNTABILITIES:**

Contributes to the efficiency of the Curriculum Team with the following accountabilities;

- Be proactive in anticipating the needs of the Director
- Support the Curriculum team by maintaining an awareness of current priorities and other major projects within the school through regular liaison with them and other members of the Executive
- Ensure that all tasks are performed with discretion, judgment and confidentiality as circumstance dictates
- Assist with proofreading and date checking in relation to calendar events and correspondence
- Undertake database work for the Director involving accurate and timely data entry, entering of student data on the BOS Schools Online Website

#### **DUTIES**

Due to the nature and scope of this role, the following duties are indicative only and not exhaustive.

- Administration of Director's diary and related activities
- Be the first point of contact for students, parents and visitors to the Director
- Update Staff Handbook annually
- Update New Student Guide and Student Handbooks
- Warning Letters for HSC and Preliminary students (NESA)
- Update Curriculum Booklets
- Assists with Administration for Staff Professional Development Days
- Produce Academic and NESA correspondence as required
- Assist DoC with information (photographs etc) for Award Assemblies and marketing information based on HSC results.

- Student / Staff Profiles and other contributions by the Executive for Nurrunga Magazine
  - Assist at reception from time to time
  - Assist with the organization of Assemblies and Annual Presentation Days
  - Organise catering needs as required from time to time eg. Parent/Teacher Evenings and Staff Meetings
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- Process approved excursion forms and enter data on to school calendar
  - **Events;** Parent Teacher Interviews, Open day(s), Annual Prize Giving
  - **School Calendar;** Organise dates and changes to events in the curriculum calendar and school calendar

### **Personal Qualities**

- Client service orientation essential
- Excellent phone manner and strong communication skills
- Friendly, positive manner
- Self- motivated
- Ability to self manage
- Flexible approach to taking on a variety of tasks
- Ability to use initiative
- Ability to problem solve and to work as part of a team
- Ability to prioritise and organise workflow in a fast paced environment
- Efficient follow-up skills

### **Skills**

- Excellent spoken and written English language skills
- Advanced MS Office applications and Google apps suite
- Executive Assistant experience in a medium to large school or organisation highly desirable