



St Paul Lutheran School

Role Statement

Executive Assistant/Registrar

Position Description

The Administration Assistant: Executive Assistant/Registrar is employed as a Lutheran School Officer within the school and is required to provide assistance to the Principal with enrolment procedures, communication and high level administrative support. A high level of confidentiality is required.

Personal Requirements and Specific Attributes

The Administration Assistant: Executive Assistant/Registrar will have a clear commitment to and an understanding of the ethos that underpins the Lutheran school.

The Administration Assistant: Executive Assistant/Registrar will demonstrate:

- a desire to support contemporary educational philosophies
- discretion, confidentiality, honesty and integrity in his/her relationships;
- modelled behaviours that reflect the school ethos;
- high quality interpersonal and organisational skills;
- high level ICT skills, including Microsoft Office software, database, social media, website and other digital communication applications;
- a clear desire to develop his/her skills through collaboration;
- an ability to form positive relationships with students and families and a desire to support them;
- flexibility to deal with a constantly changing school environment;
- ability to work as part of a team;
- a proven ability to relate to and care for children, including at times of illness and accident;
- senior first aid certification or ability to obtain such;
- a professional attitude towards educational policies, procedures and expectations;
- compliance with legislation and school policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy;
- ability to undertake and comply with mandatory training and regulatory requirements as determined by the school; and
- willingness to actively participate in all school events and activities as required.

Key Responsibilities

The role of the Executive Assistant/Registrar is to assist the Principal and other leaders with enrolments and school administration. This includes but is not limited to the following key areas.

Executive Assistant

- Assistant to the Principal:
 - Provide a range of confidential and highly professional and effective administrative support services to the Principal in all aspects of their daily activities.
 - Management of the Principal's diary daily to ensure meetings and appointments occur, and deadlines and changing priorities are effectively managed with discretion, confidentiality and judgement.
 - Prepare and distribute more complex correspondence, reports, and presentations based on knowledge and interpretation of policy, procedure, guidelines, and where appropriate, legislation.
 - First point of contact for Principal.
 - Managing Principal's calendar and attendance of events including travel arrangements.
 - Communications including emails, mail, telephone calls and meetings.
 - Receive and screen calls, emails, mail and visitors intended for the Principal.
 - Liaise with VIP's, Board Members, community leaders, community members, staff, students and families on behalf of the Principal as requested.

- Assistant to the Board Chair:
 - Manage communications between Board Chair, Principal and the Board.
 - Meeting documentation including minute-taking at Board meetings.
 - Coordinate and record the activities of the Board in accordance with the Constitution.
 - Facilitate with the Chair induction documentation and compliance checks for new Board members.
 - Executive support to committees and working groups including scheduling, managing calendars, organising venues, preparing and distributing agendas and meeting documents, taking and preparing minutes, and follow up work as required.
 - Administrative support to the Business Leader, Executive and Board on governance requirements of the school.
 - Maintenance of the calendar of activities of the Board including coordination of Board and committees meeting times, location and catering.
 - Provide assistance in booking events, travel or professional development for Board members.

Administration

- Provide a range of confidential and highly professional and effective administrative support services to the Executive and Senior Leadership teams as requested.
- Receive enquiries, concerns, positive feedback and complaints, and action or forward through the appropriate channels to be addressed.

- Provide executive support to committees and working groups including scheduling, managing calendars, organising venues, preparing and distributing agendas and meeting documents, taking and preparing minutes, and follow-up work as required.
- Liaise with and act as a conduit between stakeholders, colleagues, clients and service providers on a variety of organisational matters including facilitation of meetings, travel, communication, bookings, and purchasing of items.
- Coordinate catering for events set up for the Principal and Senior Leadership team, and their guests.
- Organise travel arrangements for the Principal, Senior Leadership, and other staff as required.
- Assist with the proofing of documents, liaising with the Marketing team to ensure documents are in alignment with style guides.
- Undertake projects to support in the ongoing improvement of administrative systems, processes and practices that support the operations of the school and facilitate administrative efficiency.
- Work closely with the Principal and Senior Leadership team on the preparation and dissemination of information.
- Provide support to other administrative areas on professional learning, events and functions as they arise.

Registrar

- Support, contribute, and attend (as required) promotional events such as school tours, including some outside of usual work hours.
- Prepare invitations for events, and manage RSVP and VIP guest lists and seating.
- Adhere to all legislative, registration and reporting requirements associated with enrolment.
- Provide a high level of customer service, and ongoing communication of information to ensure the delivery of a positive experience for all prospective families.
- Regularly review enrolment procedures to ensure a streamlined and efficient process that is simple and easy to follow for prospective families as well as relevant staff members.
- Liaise with the Principal and Business Leader with regard to current and projected enrolment numbers and student movement.
- Assist in the school's promotion and advertising of enrolments including assessment of the target market, preparation of information for advertisements, publications, email and other social media platforms.
- Liaise with childcare centres, kindergartens and early learning centres to assist with preparation and transition of children beginning their first year of school.
- Liaise with schools to assist with preparation and transition of children in any year level.
- Liaise with Inclusive Education Leader and teachers to provide transition information for new enrolments.
- Establish and maintain application lists and waiting lists as needed in consultation with the Business Leader and Principal.

- Arrange enrolment interviews for enrolling children with the Principal or delegate.
- Create enrolment application packs, ensuring that the information is up to date.
- Address all enquiries from families on procedures for enrolment and ensure the distribution of appropriate documentation.
- Coordinate school tours with prospective families.
- Make offers of placement and ensure completion and receipt of bond payment and all documentation from new families to meet business and legal requirements.
- Liaise with the Business Leader around census and other auditors as required on student enrolment data.
- Coordinate the request, transfer and maintenance of school records for new and exiting students.
- Develop and coordinate exit interviews and surveys.
- Remove exiting student records from active file to archives and maintain all appropriate documentation.
- Formally deregister and notify appropriate staff of a child's departure.
- Ensure home schooling families connected with the school are meeting relevant regulatory requirements for home schooling registration.
- Oversee the maintenance and archiving of student records.

Other Duties

- Provide backup support and assistance for the school office as needed.
- Support first aid for children and staff as needed and during events as required.
- Participate in performance reviews and assessments as required.
- Maintain a cooperative and collaborative working relationship with other staff.
- Maintain clear lines of communication within the staff team.
- Other duties as deemed appropriate for the role.