

| JOB DESCRIPTION | |
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| Position title: | PA |
| Reports to: | School Leader |
| Working relationships | Senior Leadership Team BOT Secretary Finance and Property Hauora School Office School community and sector stakeholders |

| PURPOSE OF THE POSITION |
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| To provide high-level administrative support through the provision of secretarial, school planning and promotional services to the School Leader |

| KEY RESPONSIBILITIES | | APPRAISAL INDICATORS |
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| 1 | As a member of the staff of Alfriston College you will be familiar and comply with the School's Charter and policies | <ul style="list-style-type: none"> A personal portfolio of evidence indicating familiarity with and compliance to the School's Charter and policies is current and regularly maintained |
| 2 | Promotion of the AC Way | <ul style="list-style-type: none"> A shared understanding of and consistent engagement in the AC Way is evident in your practice and disposition |
| 2 | Provision of secretarial services | <ul style="list-style-type: none"> Communications to and from key stakeholders are timely and accurate and is efficiently managed Personal calendar of the School Leader is accurately and regularly well maintained Assigned documents and meeting reports are well-researched, timely and accurately and efficiently managed and distributed |
| 3 | Provision of planning services | <ul style="list-style-type: none"> Assigned planning tasks are timely and are accurately, efficiently and collaboratively completed |
| 4 | Provision of promotional services | <ul style="list-style-type: none"> Assigned school communications and school improvement documents, reports and associated media are timely and accurate and are communicated efficiently to respective stakeholders |

| TASKS and DUTIES | |
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| Secretarial services | <ul style="list-style-type: none"> SL calendar / work sessions Mail / emails / concerns / complaints Board room and Executive office set up / clean-up Community and sector agencies liaison School Leader school community and schoolwide |

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| | <ul style="list-style-type: none"> reports, communication and notices Initial stand-downs and suspensions and related liaison with SLT, BOT and home Management and maintenance of confidential Executive Office paper and digital communication, files and records |
| Planning | <ul style="list-style-type: none"> School and MOE planning documents including Annual Plan, AoV, BOT Reports, Year overview, Term Planners, Leaders' Meetings PLD / EOTC / Release from duties / Leave / Staffing and Personnel / Policies and Procedures |
| Promotional services | <ul style="list-style-type: none"> Face of the school First point of contact for AC staff Liaison with SLT and Team Leaders School improvement School Leader hospitality and engagements |
| General | <ul style="list-style-type: none"> Any other duties as reasonably required by the employer |

| GENERAL RESPONSIBILITIES | |
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| | <ul style="list-style-type: none"> On-going up-skilling On-going professional learning and development Health, safety and well-being of the executive office |

| DECLARATION | |
|---------------------|---------------|
| Signed by employee: | |
| Signed by employer: | |
| Date: | |
| Last Reviewed: | November 2019 |