



Executive Assistant to the Principal

TITLE:	Executive Assistant to the Principal
AWARD/AGREEMENT:	Agreement Free
EMPLOYMENT STATUS:	Permanent Full-time
HOURS OF WORK:	Monday to Friday, 7.6 hour per day The role may require occasional evening or weekend work to support College events or respond to urgent matters.
REPORTS TO:	Principal
LOCATION:	Penquite Campus Flexibility in work location may be offered on a case-by-case basis from time to time, depending on operational needs. However, work location is deemed to be within the Principal's Office for the majority of the time.
QUALIFICATIONS:	Diploma or Certificate IV in Business Administration, Executive Support, or a related field (desirable)
MANDATORY CLEARANCES:	1. Working with Vulnerable People (Children) Registration 2. National Police Certificate (Schedule 1 Record)

The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has four campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House students who come to us from intrastate, interstate and international locations.
- **Penquite Campuses (Middle and Senior)**, located 2.5km from our Elphin Campus
 - Home to our Middle School students (Years 6 to 8)
 - Home to our Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.

The Role:

The Executive Assistant to the Principal provides high-level administrative and executive support to ensure the smooth operation of the Principal's office. Acting as a key liaison between the Principal and stakeholders, the role manages schedules, correspondence, and communications while handling confidential matters with discretion. It also involves coordinating meetings, travel, and crisis communications, ensuring efficiency and compliance in all administrative processes.

Beyond direct support to the Principal, the role extends to the College Executive Team and administration staff, facilitating meetings, tracking strategic initiatives, and organising key events.

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Additionally, the Executive Assistant plays a central coordination role across the College's administrative functions, managing tasks and communications on behalf of the College across all administrative teams. The role provides leadership and mentoring to administrative staff, with particular responsibility for supporting and guiding the Executive Assistants to the Heads of Campuses, Middle, Senior, Junior and Business Manager.

The Executive Assistant manages the College Calendar and associated approval processes, ensuring consistency, transparency and alignment with strategic and operational priorities. The role also coordinates the end-to-end administration of all College trips, camps and excursions, including oversight of approval workflows and the completion of required documentation and risk assessments, contributing to safe, well-planned and efficiently delivered programs.

Key Duties and Responsibilities:

Executive Support:

- Act as a key point of contact between the Principal and staff, students, parents, Board Directors and external stakeholders.
- Lead the development of the College calendar, working with key stakeholders to ensure events and other activities are appropriately scheduled.
- Manage the Principal's calendar, scheduling meetings, appointments, and events with internal and external stakeholders, to ensure the efficient operation of their office. Coordinate travel arrangements and itineraries, including accommodation and transportation where required.
- Screen and prioritise emails, phone calls, and enquiries, responding on behalf of the Principal and/or delegating to other senior leaders, when appropriate.
- Provide high-level administrative support to the Principal. Oversee the preparation of reports, presentations as required and manage incoming and outgoing correspondence and emails on behalf of the Principal, where appropriate.
 - Provide high-level executive and administrative support to the Principal in their role as Chair of the Association of Heads of Independent Schools of Australia (AHISA), including coordination of governance documentation, meetings/conferences, scheduling, correspondence, meeting logistics and related communications.
- Draft and distribute official communications from the Principal's office, including letters, award certificates, news content and announcements.
- Assist in managing crisis communications and urgent matters in a timely manner, as they arise, by:
 - Assisting the Principal and College Executive Team in managing crisis communications, ensuring timely and appropriate responses to urgent matters; and
 - Helping to coordinate internal and external messaging, ensuring the Principal's directives are followed during high-pressure situations.
- Manage confidential files, including staff and student records, ensuring security and compliance.

College Executive Team & Principal's Advisory Committee Support:

- Act as the central point of coordination for executive and advisory committee workflows, ensuring alignment between strategic decisions, administrative actions and College operations.
- Prepare, coordinate and distribute meeting materials for the College Executive Team and the Principal's Advisory Committee, including agendas, briefing papers, supporting documentation and minutes.

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- Attend meetings as required, ensuring meetings are efficiently conducted, discussions are accurately captured, and action items are clearly documented and tracked.
- Manage follow-up actions arising from meetings, including monitoring progress against agreed actions and timelines, and following up with responsible stakeholders to ensure completion.
- Compile and maintain regular progress reports on strategic and operational initiatives to support informed decision-making by the Principal and Executive teams.
- Provide governance-level administrative support for key advisory and strategic forums, ensuring consistency, accuracy and confidentiality of processes and records.
- Schedule and coordinate catering, facilities and logistical requirements for College Executive Team meetings, the annual Executive retreat, and other strategic workshops or off-site meetings.

Administrative Leadership, Coordination & Capability Building:

- Lead and coordinate administrative workflows and communications across all College administrative teams on behalf of the Principal, ensuring clarity of responsibility and consistency of practice.
- Provide leadership and mentoring to administrative staff, with a particular focus on Executive Assistants to Heads of Campus, supporting role development, consistency of practice and professional growth.
- Plan and facilitate regular administrative briefings to ensure alignment, information sharing and timely communication across teams.
- Identify training and professional learning needs within administrative teams and facilitate targeted training sessions and professional learning opportunities to build capability and support continuous improvement.
- Support the induction and onboarding of new administrative staff, including the development and maintenance of role resources, procedures and guidance materials.
- Act as the central point of coordination for administrative priorities arising from the Principal's Office, ensuring tasks are appropriately assigned, tracked and completed across the College.
- Facilitate relief, with the support of the Business Manager, to ensure key roles are staffed during periods of absence. This also extends to identifying and facilitating the training requirements for Administrative Staff to ensure that there is effective succession across all roles.
- Undertake any additional duties as assigned by the Principal, to support the objectives of the College.

Communications, Events and College-wide Administration Coordination:

- Coordinate and oversee content published via the College's communication platforms, including the College's Dash, ensuring accuracy, consistency of messaging and timely updates for staff across all campuses.
- Manage College-wide administrative communications on behalf of the Principal, ensuring clarity, alignment and consistency across administrative teams.
- Lead the planning, coordination and delivery of College events requiring executive oversight, including the annual Honours Assembly, managing logistics, stakeholder communication, and event scheduling to ensure a high-quality and professional experience.
- Manage the College Calendar and associated approval processes, ensuring events, activities, meetings and key milestones are appropriately reviewed, approved and scheduled in alignment with strategic priorities and operational capacity.

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- Coordinate and facilitate the end-to-end administrative processes for all College trips, camps and excursions, including oversight of approval workflows, documentation and risk assessments, in collaboration with relevant staff.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is an independent role working closely with the Principal. Accountable for the quality of their own work and advice, direction and guidance are usually available on a day-to-day basis from the Principal as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to: Principal

Mentoring / Support: Executive Assistants to Heads of Campuses
Executive Assistant to the Business Manager
Administration Support Officers
Administrative Officers
(Futures/Round Square, Education Outdoors, Music)
Academic Operations Coordinators
Boarding House Liaison Officer

Key Internal Relationships: Business Manager
College Executive Team members
Principal' Advisory Committee members
Elphin / Penquite Leadership Team members
All College Staff and Students

External Relationships: Board Directors
Parents and/or carers of students
Organisations with whom the College deals

Leadership Teams: Not applicable

Safeguarding Children and Young People

As an employee of Scotch Oakburn College, you are required to adhere to our Staff Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

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Work Health and Safety

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

Knowledge and Experience:

- Demonstrated experience and expertise are required in the following areas:
- Extensive experience providing high level executive and administrative support within a complex organisation, preferably within an educational environment, with the ability to operate effectively at both strategic and operational levels.
- Proven ability to manage and coordinate College wide administrative tasks and communications on behalf of senior leadership, ensuring consistency, clarity, and timely execution across multiple campuses and administrative teams.
- Demonstrated experience in governance and executive support, including the preparation and coordination of meeting documentation, accurate minute taking, action tracking, and follow up.
- Strong organisational capability, with experience managing complex schedules, College wide calendars, approval processes, and competing priorities across a broad range of stakeholders.
- Experience overseeing and coordinating administrative processes for large scale College activities including trips, camps and excursions, with a sound understanding of approval workflows, risk assessments, compliance requirements, and documentation standards.
- Demonstrated leadership and mentoring experience within administrative teams, including the ability to support, guide and build capability in colleagues.
- Experience designing, delivering and facilitating administrative briefings, training sessions and professional learning activities to support role clarity, consistency of practice, succession planning and continuous improvement across administrative functions.
- Strong data management and records governance experience, ensuring accuracy, confidentiality, compliance and consistency in administrative and executive documentation.
- Highly developed interpersonal and communication skills, with the ability to build trusted relationships, communicate clearly with a wide range of stakeholders, and exercise sound judgement and discretion when handling confidential and sensitive matters.
- Advanced proficiency in office management systems and digital platforms, with the ability to leverage technology to improve efficiency, reporting and coordination.