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| Position Title | Professional Assistant to the Deputy Principal This is a continuing term-time (inclusive of the pupil free weeks in January, July and December) full-time position at the College. |
| Reports To | Principal through the Deputy Principal |
| Key Responsibilities | The Professional Assistant to the Deputy Principal will: 1. Promote, develop and enhance the mission, vision and ethos of the College. 2. Provide professional support to the Deputy Principal. 3. Work closely with the College Principal's PA to ensure support for the College Leadership Team. |
| Core Requirements | <ol style="list-style-type: none"> Support the values and ethos of the College as a Catholic school in the Edmund Rice tradition. Strong organisational abilities and time management skills, including the ability to succeed in a busy and fast paced environment. High level of computing skills including Microsoft suite. TASS and SEQTA experience an advantage. Ability to look ahead and prioritise tasks for Deputy Principal. Demonstrate an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment. Ability to multi-task, handles complexity, prioritise and organise work and follow tasks through to satisfactory completion. Presents a professional, personable and knowledgeable image to prospective and existing staff, parents, students and the wider College community Work well collegially and be able to promote harmony and wellbeing within the workplace. Ability to stay calm under pressure, to be flexible and "regroup" to handle unexpected circumstances. Displays enthusiasm and initiative – has a high achievement drive and acts in a self-directed way. Be friendly and have a sense of humour. Is diplomatic, reliable and tactful and able to deal with confidential documentation and information in the strictest confidence. Support Equal Opportunity, adhere to Occupational Health and Safety guidelines and fulfil their duty of care. Hold, or be eligible for a current Blue Card from the Commission for Children and Young People and Child Guardian. |
| General Duties: | <ol style="list-style-type: none"> Working autonomously as well as under the direction of the Deputy Principal to provide a high level of support. Prioritise tasks for Deputy Principal. Preparing, collecting and distribution of communication related to the Deputy Principal's activities, including weekly blog. Meeting deadlines and working within the timelines provided by the Deputy Principal. Working in partnership with the PA College Principal and the Administration Manager to ensure smooth operation and communication across the College. |



**AMBROSE TREACY
COLLEGE**

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Leading tomorrow.

Patrick Ambrose Treacy

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Professional Assistant

Assisting the Deputy Principal with the following duties:-

- Managing their electronic diary
- Filtering emails and responding where appropriate
- Arranging meetings and appointments
- Assist with correspondence and filing
- Drafting of letters
- General photocopying
- Making phone calls and responding to enquiries as required
- Minute taking as required
- Staff communication on behalf of the Deputy Principal
- Preparing weekly agenda for Staff Briefing

Staffing

Assisting the Deputy Principal in the following areas of staffing:-

- Employment process
- Induction process
- Staff Leave process
- Staff Appraisal process
- Liaising with School Officers – availability, hours, Staff Weeks
- Assisting the Director of Administrative Operations with the daily relief staffing of teachers and school officers and Playground Supervision Roster.

College Events

Assisting the Deputy Principal in the following areas:-

- Whole College events – logistics, venues, staffing, catering
- Special events such as Night of Excellence
- College Camp bookings and organisation
- Parent Information evenings
- 'Camp Week' for Years 4-12
- Oversight of excursions/incursions process

College Calendars

Assisting the Deputy Principal in:

- Collating dates and events in consultation with various College departments, including printing of Parent Calendar
- Maintaining College Calendar and Parent Calendar
- Compiling 4 week outlook for staff

Other

Assisting the Deputy Principal with:

- Administrative support for the School Leadership Team meetings – minutes, action items and follow up
- Staff Week and Staff Meeting Schedules
- Updating Parent and Staff Handbooks
- Supporting the College Office staff to ensure the smooth running of the administrative and organisational procedures of the College
- Drafting College Policies, Forms and Templates in consultation with the Compliance Officer
- Attend and undertake specified duties at scheduled information and promotion events
- Expense management
- When required, assisting the College Reception staff with incoming calls, first aid to students and greeting parents and general public

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