



Applications are invited for the position of:

Personal Assistant to the Director of Academic Education

School Section: Senior School

Reports to: Director of Academic Education

Employment Basis: Full-time Ongoing
 Part-time Non-ongoing

Start Date: Monday 15 January 2018

Applications close: Monday 27 November 2017

About the School

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation's capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

As Canberra Grammar School grows and enters its first year of being fully co-educational from Pre-School to Year 12, we are looking to grow and expand our leadership, teaching and operational staff in both the Primary and Senior Schools with a variety of new roles.

CGS is a vibrant and rewarding place in which to work. To find out more about our strong commitment to professional development, the employment process, or living in Canberra, please visit

CGS.ACT.EDU.AU/EMPLOYMENT

Further information about the School is available at CGS.ACT.EDU.AU

General

The Personal Assistant provides high level support to the Director of Academic Education and ensures the smooth functioning and efficient operation of the Academic Office.

Duties

As a Personal Assistant, the role-holder is expected to:

- Provide high level executive and administrative support to the Director of Academic Education including proactive workflow management through email and diary coordination, oversight of the Academic Office, and project coordination and management.
- Act as the gate-keeper to the office of the Director using discretion, clear communication and negotiation skills.
- Cultivate collaborative relationships and provide exceptional levels of service and information to students, staff and the School Community, as a key interface for the Academic Office and the Director of Academic Education.
- Provide secretariat support to committees and working groups including meeting coordination and room bookings, catering, researching, writing support documents, preparing agendas and papers, taking minutes and following up action items.

Specific duties include:

- Responsibility for the administration of the Senior School Continual Professional Learning (CPL) programme including forms, applications and procedures for both individual teacher applications and group CPL programmes throughout the year.
- Manage the Senior School CPL Programme on CGS Connect.
- Management and administration of the Academic pages on CGS Connect.
- Assist with administration of the recruitment process throughout the year.
- Responsibility for the efficient operation of the Academic Office through the direction of two staff, specifically the Curriculum Administrator and the Academic Office Coordinator.
- Management of Academic Office functions including:
 - Academic Assemblies
 - Management and coordination of the Da Vinci Decathlon each year
 - Maintenance of the Years 11 and 12 student illness / misadventure register
 - Academic prizes
 - Coordination of the programme for Presentation Night
 - Support for the updating of Academic Office publications (Subject Selection booklets, Curriculum Overview booklet etc)
 - Administration support for the HSC Presiding Officer through the Academic Office Coordinator
 - Year 12 Records through the Academic Office Coordinator
 - Year 10 Certificates and High School Records through the Academic Office Coordinator
 - Coordination and administration of NAPLAN
 - NESA administration through the Academic Office Coordinator
 - Subject selections through the Academic Office Coordinator
 - Disability provisions
 - Oversee exam and assessment schedules
- Any other duties as directed by the Director of Academic Education



Selection Specifications

To be successful in this role you will have the following experience, skills and attributes:

- A minimum of 5 years experience at a senior Personal Assistant level
- Strong proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint)
- Aptitude for learning new IT systems such as those used at the School (CGS Connect, Synergetic)
- The ability to work both autonomously and as part of a team
- Impeccable attention to detail including following procedures, ensuring high quality output and taking action where required
- Have some experience in project administration
- Manage highly confidential information
- The ability to plan and organise – prioritise, schedule, use available resources, drive workflow, problem solve, manage competing deadlines
- Possess a proactive, flexible and versatile attitude that is responsive to changing priorities
- The ability to work flexible hours to enable important tasks and high priorities to be completed within exacting timeframes
- Excellent influencing skills - possess a personable and approachable nature with the ability to communicate effectively with all people across the organisation

Terms and Conditions

The role is a full-time, ongoing position.

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks.

Canberra Grammar School is a respondent to the *Independent Schools ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*.

Classification and Salary

In accordance with the Agreement, this position is classified as a Clerical Officer relative to experience and qualifications. Superannuation of 11.5% and leave entitlements (in accordance with the Agreement) will be paid in addition.

Hours of Work

Full-time, 8.30am to 4.30pm Monday to Friday.

Applications and Information

All applications must be submitted using the School's online application form, located on the job advertisement on [CGS.ACT.EDU.AU](https://cgs.act.edu.au).

For further information, please contact the Human Resources Office:

- employment@cgs.act.edu.au
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia