

POSITION DESCRIPTION

Job Title	Assistant to Executive – Secondary School	Position Type	Permanent Full Time
Department	Administration	Direct Supervisor	Head of Secondary School
Location	Onsite	Hours	7.30 am - 3.45 pm

Position Summary

This is a key position providing administrative and personal support in the first instance to the Head of Senior School and Head of Middle School. The Assistant to the Executive – Secondary School will also assist the Deputy Heads of Senior and Middle school, thus contributing strongly to successful outcomes for the Secondary School.

The role of Assistant to the Executive calls for a person with significant interpersonal and communication skills, and an ability to organise and prioritise tasks effectively. Enthusiasm, motivation, and an ability to work unsupervised are personal attributes that will be highly regarded. The ability to make accurate and efficient decisions in the absence of executives is highly sought after.

The Assistant to the Executive will demonstrate the ability to manage multiple tasks and take supportive actions; have strong organisational skills; be able to think and plan in advance of events and meetings; and ensure the executive you report to is prepared for such events and meetings, etc.

The applicant will need to be flexible and be able to handle pressure, ensure confidentiality, and have the ability to multitask. Experience in a school environment will be viewed positively.

The Assistant to the Executive will, from time to time, assist other Executive members of the College. This is a critical role in executive support and school operations.

Mandatory Requirement

This position requires you to hold a Paid Working with Children Check (Blue Card), in accordance with QLD legislative requirements. Your employment is conditional upon obtaining a Working with Children Check (Blue Card) through the Queensland Government's Department of Justice and Attorney-General.

Reporting Relationships

The Assistant to the Executive – Secondary School is accountable to the Head of Secondary School.

Position Responsibilities

Executive & Leadership Support

- Prioritise tasks for the Secondary Executive to ensure deadlines are met.
- Maintain calendars for Secondary Executive, supervision, and absence schedules.
- Support staff appraisals: scheduling, preparing documentation, and supporting AOP meetings.
- Budget reconciliations and input.



- Payroll reconciliation and approvals for Secondary School teaching staff.
- Provide executive-level advisory support for improvements and positive changes
- Provide executive-level support for projects, events, and correspondence.
- Perform other duties as directed by College leadership.

Student Administration & Academic Support

- Coordinate parent meetings
- Manage detention and community service letters, staff rosters, and student rosters.
- Manage absences: letters for 3+ days, parent follow-ups, and unexplained absences.
- Support Year 12 processes: references, packs, careers letters, family album.
- Teacher companions and stationery orders.
- Manage subject information handbooks, student handbooks, and academic booklets.

Event & Ceremony Coordination

- Organise Parent Information Evenings (subject selection, planning, academic success).
- Coordinate Parent Teacher Interviews (end-to-end).
- Support major events: Speech Night, Prefect Investiture, Year 12 Graduation, Valedictory, ANZAC Ceremony, Making Connection Days.
- Liaise with stakeholders to manage catering, facilities, accessibility, and special requests.
- Coordinate staff packs and onboarding for new teachers/front-facing staff.

Excursions, Camps & Risk Management

- Excursion administration: risk assessments, approvals, parent communications, bus bookings, WHS/nurse liaison.
- Camps administration: liaising with YLCs, risk assessments, parent documentation, WHS/nurse oversight, and dietary/medical records.
- School Photos: vendor liaison, scheduling, proofing, and reconciliation.
- Manage padlock allocation and reconciliation

Communication & Stakeholder Engagement

- Coordinate fortnightly "What's On" meetings and documentation.
- Liaise with parents, students, and staff on Secondary School matters.
- Work closely with Marketing, ICT, Building & Grounds, and Finance for aligned outcomes.
- Proofread, edit, and format College communications.
- Ensure all communication aligns with College branding and supports community engagement.

Operational Administration & Compliance

- Maintain links for Staff Kiosk and Parent Lounge.
- Manage databases, filing, and archiving systems.
- Daily staff absence email; reconcile calendars across JS, SS, and corporate staff.
- Manage supply staff (rosters, training, laptops).
- Policy and procedure support; risk assessments for excursions/camps.

Culture, Development & Representation

- Participate in professional development.
- Demonstrate discretion, confidentiality, and sound judgment in a complex environment.
- Build and maintain positive relationships with staff, parents, and students.
- Promote and model the values, reputation, and brand of Ormiston College.
- Encourage collaboration, teamwork, and consistent service delivery.

These responsibilities may evolve or change over time to meet the operational requirements of the College.



Core competencies

Integrity:	<ul style="list-style-type: none">• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.
Initiative:	<ul style="list-style-type: none">• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.
Flexible Team Player:	<ul style="list-style-type: none">• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.
Planning and Organisational Skills:	<ul style="list-style-type: none">• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.
Achievement Driven:	<ul style="list-style-type: none">• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.
Communication Skills:	<ul style="list-style-type: none">• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.
Organisational Competencies:	<ul style="list-style-type: none">• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.

Key Performance Indicators

	Task	Skills	Measurable Metrics
Executive & Leadership Support	Manage calendars, priorities, and scheduling for HoS, HoMY, and DHoSS.	Advanced organisation and prioritisation	100% of leadership calendars are managed with no scheduling conflicts.
	Prepare documentation for staff appraisals, Faculty Operating Plan meetings, and leadership reviews.	Financial accuracy and attention to detail	Staff appraisals and AOP documentation should be prepared at least 1 week before scheduled meetings.
	Coordinate payroll and budget reconciliation processes.		Payroll and budget reconciliations are submitted with 100% accuracy and by the required deadlines.
	Support leadership with projects, correspondence, and process improvement initiatives.	Stakeholder management and discretion	Leadership satisfaction rating of >90% in annual appraisal feedback.
Student Administration, Academic & Event Coordination	Manage parent meetings, absences, detentions, and student records.	Event coordination and project management	
	Coordinate academic documentation, including handbooks, stationery lists, and certificates.	High attention to administrative and academic detail	>95% of academic reports, awards, and event documents are produced within published timelines.
	Organise academic and community events (Parent Teacher Interviews, Speech Night, Valedictory, etc.).		Zero missed or uncommunicated parent meetings or ceremonies.
	Coordinate logistics such as catering, facilities, and accessibility requirements for events.	Strong interpersonal and communication skills	All key events were delivered within budget and to agreed timelines.
Compliance, Risk & Operational Administration	Manage risk assessments, WHS liaison, and medical record reconciliation for excursions and camps.	Risk management and compliance literacy	100% compliance with college risk and WHS requirements for excursions/camps.
	Oversee policy support, Parent Lounge, and Kiosk links.	Data accuracy and document control	All Parent Lounge and Kiosk updates are completed within 24 hours of request.
			No overdue or incomplete risk assessments or parent communication.
	Coordinate relief/supply staff logistics and training.		Supply staff coverage maintained at >95% daily rate with minimal disruption.
	Maintain secure and accurate data, filing, and compliance systems.	Strong systems knowledge (TASS, WHS, Kiosk)	Annual internal compliance audit score >90% for document management and reporting.



	Task	Skills	Measurable Metrics
Stakeholder Engagement, Communication & Culture	Coordinate “What’s On” meetings, communication updates, and documentation.	Excellent written and verbal communication	Stakeholder enquiries are responded to within 2 business days.
	Liaise with parents, students, and staff to support Secondary School engagement.	Collaboration and relationship-building	Internal communication accuracy score (zero major errors or brand inconsistencies).
	Collaborate with Marketing, ICT, Finance, and other departments to maintain consistency and brand alignment.		Positive stakeholder satisfaction rating of >90% on internal feedback.
	Model discretion, professionalism, and a culture of teamwork.	Brand and stakeholder awareness	Attend a minimum of 2 professional development sessions per year.
	Participate in professional development to enhance skills and leadership capacity.		Demonstrate active contribution to at least one culture or improvement initiative annually.
Brand	To maintain the school brand. Ensuring excellence and professionalism	Consistent adherence to school values and presentation standards	100% compliance with dress code; communication evaluated as “professional” in termly check-ins
		High-level written and verbal communication	
		Commitment to delivering a positive and professional first impression	0 complaints related to professionalism: consistent recognition in feedback loops
Environment	Support a quality workplace culture and contribute to a positive working environment	Team collaboration and respectful communication	Active contribution in monthly team meetings.
		Initiative to support and uplift colleagues	Participation in workplace initiatives; absence of unresolved interpersonal issues in team reviews

NB: These duties may evolve or change over time to meet the operational requirements of the College.

Position Requirements

- A minimum of 5 years of experience in a high-end Assistant, PA role, or similar role.
- Degree or equivalent qualification OR extensive relevant experience.
- High attention to detail and accuracy, particularly in data entry tasks.
- Professional judgement and high-level initiative are needed.
- Demonstrated sound personal qualities of tact, reliability, and an ability to work with others both individually and as a member of a team.
- Proficiency in Microsoft 365, with strong skills in Word and Excel and MS forms.
- Extensive technical knowledge of The Alpha School System (Tass.web, Staff Kiosk and Parent Lounge operating systems preferred but not essential)
- A self-starter who is detail-oriented and thrives in a fast-paced learning environment
- A proactive attitude with a willingness to learn and take initiative
- High-level autonomy and discretion - ability to work both independently and collaboratively, contributing positively to a supportive school environment
- A commitment to integrity, professionalism, and the well-being of students, reflecting the College's values such as responsibility and good citizenship
- A current Working with Children Check (Blue Card), or willingness to obtain one before commencement