



ST MARGARET'S ANGLICAN GIRLS SCHOOL

Position Description:	Global Exchange Coordinator and Executive Assistant to the Deputy Principal
Reports to:	Deputy Principal
Key Liaisons:	Executive Assistant to the Principal, Administration Manager – School Support, SLT, ELT
Status:	This role is full-time.

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion and the St Margaret's Way

Position Purpose

The purpose of the role of the Global Exchange Coordinator and Executive Assistant to the Deputy Principal is to work closely with the Deputy Principal as a support for all the key elements of the Deputy Principal's role.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.

- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities

Key responsibilities of this role include:

- Providing high-level, confidential secretarial and organisational support to the Deputy Principal:
 - Calendar and diary management for the Deputy Principal.
 - Work with Deputy Principal to build the annual timetable and keep updated with staff and student subject changes. This includes all data entry into the Timetabler program, setting timetable parameters and co-ordinating the student subject selection process.
 - Coordinate, develop and enhance all office functions for the Deputy Principal and to support all of the work of the Deputy Principal.
 - Organisation of Speech Night as directed by the Deputy Principal.
 - Organising all other events, functions and meetings required by the Deputy Principal, and support of all of these.
 - Following up on information from staff to ensure the efficient running of the Deputy Principal's office.
 - Preparing reports, correspondence, memos, summaries as required by the Deputy Principal.
 - Taking meeting minutes, as required by the Deputy Principal.
 - Researching, reviewing and providing general and specialist information from internal and external sources as delegated by the Deputy Principal.
 - Maintaining relevant databases and filing.
 - Acting as a host to visitors to the Deputy Principal's office.
 - Assisting with any TASS requirements as required by the Deputy Principal.
 - Providing administrative support to facilitate the efficient administration of the school through support of the Deputy Principal.
 - Coordinate the school's professional learning, including maintaining accurate records.
 - Maintaining the school's compliance register.
 - Maintain all Policies, Procedures, Forms and Documents that are located on the School's intranet.
- Coordinate all aspects of the Global Exchange Program:
 - Set dates for timely workflow for the Global Exchange Program.
 - Coordinate suitable dates with overseas partner schools (and domestic partner schools if relevant).
 - Update the exchange partner school contact list as changes occur.

- Maintain excellent communication and relationships with key staff at partner schools.
- Update exchange brochure in March each year with current information, photos and testimonials.
- Prepare and distribute relevant documentation relating to Global Exchange.
- Work with the Assistant to Dean of Students to coordinate the interview process for St Margaret's students.
- Be a panel member in exchange interviews with the Deputy Principal and Dean of Students.
- Ensure legal and process compliance in all aspects of the exchange program.
- Coordinate volunteer blue cards for host parents.
- Assist students and families to prepare for their exchange.
- In conjunction with the Head of Boarding and Head of Year 10, manage the pastoral care of exchange students both in Australia and abroad including; meeting with students on exchange weekly and communicating with students on exchange overseas weekly.
- Communicate with parents in Australia and overseas, as required
- Liaise with travel agents re flights, flight paths, arrival times and coordinate with partner schools in this regard
- Ensure all visiting exchange students have transportation to and from the airport
- Meet all incoming flights for visiting students
- Coordinate and attend a two-day Sydney trip for visiting students in Terms 1, 2 and 3
- Timely eNews exchange updates each term. A minimum of 3 per term.
- Ensure relevant records are kept and updated
- Coordinate the distribution of certificates for students who have completed exchange
- Coordinate the allocation of resources such as uniforms and laptops to students
- Coordinate the annual Exchange Information Evenings for year 9 students and parents
- Coordinate the Information Evening for successful students and families
- Providing general administrative support across the school:
 - Working as a team to support the Executive Assistant to the Principal, Assistant – Deans of Academics and Studies, Assistant to Dean of Students and Assistant to the Director of Business and Operations including assisting with their workload in their absence and providing support to the Principal as required
 - Liaise with staff members to ensure smooth and efficient inter-office working relationships.
 - Providing administration support to other areas of the school as required. This may include doing some relief reception work.
 - Any other task as requested by the Deputy Principal or Principal

Ensuring the School's ethos and values are reflected in the employee's manner

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and the School values and ethos. This includes demonstrating respect for every member of the school community
- Reporting matters relating to student protection directly and immediately to the Principal
- Attending events to support the School as appropriate
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Playing an active role in supporting the cleanliness and safety of the School site
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by the Department of Justice and Attorney-General (Queensland Government) (as varied or replaced from time to time).

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear your name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

SELECTION CRITERIA

- Strong interpersonal skills, including the ability to deal with confidential information discreetly.
- Proficient in Microsoft applications and the ability to learn new systems in a timely manner.
- Experience in using timetabling applications or the ability to learn to do this in a timely manner.
- An understanding of TASS and/or other database operations
- Typing speed of at least 50 WPM
- Able to use initiative, judgment and sound problem-solving skills in potentially complex, confidential situations.
- Knowledge of cultural differences relevant to exchange destinations and the ability to support exchange students and their families.
- Ability to prioritise work and new situations as they occur
- Ability to work well under pressure, juggling many tasks at one time.
- Ability to take responsibility of work tasks ensuring a high level of professional competency, attention to detail and accuracy
- Ability to work as part of a team and to coordinate with people in different departments
- Competent skilled autonomous worker
- Well organised with a flexible approach and can-do attitude
- Excellent oral and written communication
- Ability to communicate well with other team members and to work effectively as part of a small team
- Willingness to support the School's core values and Anglican ethos.

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT