

Job Description



Hunter Valley
Grammar School

Position Title: Assistant to the Head of Senior School

Reports to: Deputy Principal – Head of Senior School

Award/Agreement: Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

Classification: Senior Clerical Officer, Level 3

Date Last Reviewed: 18 March 2024

Position Summary

The Assistant to the Head of Senior School plays a crucial role in supporting the operational functions of Hunter Valley Grammar School (HVGS) by working to provide timely, accurate and high-quality administration to support. This position requires a proactive individual who is dedicated to contributing to the school's overall operational efficiency, building effective and efficient systems for communication, and supporting a strongly collaborative culture. The position requires flexibility and a willingness to support other members of the administration team, and the Principal, as needed.

While the position reports directly to the Deputy Principal – Head of Senior School, the successful applicant will also work closely with the Head of Operations on whole school matters, including calendar management, parent-teacher interviews and incursion/excursion support.

Key Responsibilities

Deputy Principal/Head of Senior School

- Manage the DP/HoSS's calendar, including scheduling appointments, meetings, and events.
- Draft and proofread written communications on behalf of the DP/HoSS, ensuring accuracy and professionalism.
- Maintain accurate records, files, and databases, ensuring information is up-to-date and easily accessible.
- Organize and coordinate meetings, including preparing agendas, taking minutes, and distributing materials.
- Follow up on action items arising from meetings, tracking progress and deadlines as required.
- Arrange catering and logistics for meetings and events hosted by the DP/HoSS.
- Assist the DP/HoSS with the termly commendations process, assisting in creating a smooth and efficient process.
- Provide support during exam periods as required, including but not limited to setting up exam rooms, checking exam papers, photocopying, and securing exam papers in locked cupboards.

Operations

- Assist the HoOPs with the management of the School Calendar, ensuring efficiency and accuracy.
- Assist in the coordination, communication and support of key schooling events, including but not limited to NAPLAN, trial examinations, parent teacher interviews, excursions and school photo days.
- Assist the HoOps with the daily operational running of the school to maintain a conducive learning environment for students and staff.
- Support the efficient and effective running of the Variation of Routine software system (Plan-Check-Go) in collaboration with the HoOps and relevant staff.
- Support excursion and incursion coordinators with the generation of a parent communications

-
- Collaborate with the communications team to ensure accurate and timely dissemination of information is communicated to the parent community in conjunction with the HoOps.
 - Support with the coordination of School and Family photo days, including the development of a schedule for photos and communicating with key stakeholders.

Professional Learning

- Assist the Director of Teaching & Learning and the Head of Teacher Professional Learning in maintaining accurate records of staff professional learning requests and expenditures.
- Maintain the register of approved staff training with the relevant organisation.
- Ensure smooth and effective operations when organising domestic and international travel bookings in line with the school Travel Policy.
- Submit all requisitions and invoices for professional learning.

Core Expectations

- Maintain strict confidentiality with respect to the School's business.
- Display a strong commitment to the strategic direction of the School.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
- Demonstrate overt support for the School values.
- Develop and maintain positive working relationships with stakeholders; particularly during times of organisational disruption.
- Be able to work as part of a team and autonomously.
- Be an active problem solver and provider of solutions.

Selection Criteria

- Exceptional attention to detail, organization and time management skills.
- High level of written, verbal, and interpersonal communication skills.
- Excellent computer literacy skills (Microsoft Office, Excel, Adobe Suite).
- Ability to engage with students of all ages compassionately and empathetically while maintaining appropriate professional boundaries.
- Proven ability to liaise professionally with stakeholders in a skillful manner, understanding the importance of protocol and quality customer service and customer experience.
- A high level of integrity, diplomacy, discretion, and confidentiality.
- Current Working with Children Check employment clearance.
- Ability to:
 - Work autonomously, using initiative and without direct supervision support.
 - Prioritise, work under pressure and to deadlines.
 - Build rapport quickly and maintain trust.
 - Contribute openly and with confidence with other team members in a respectful and sensitive manner.
 - Recognise internal and external feedback as an opportunity for growth.
 - Be flexible and adapt quickly in a dynamic environment.
 - Pick up new systems quickly.