



# Personal Assistant, Assistant Principal Student Wellbeing

## **The College**

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care. Parade offers a multitude of curriculum options for students, whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

## **The Position**

We are seeking an organised, proactive, and highly professional Personal Assistant to the Assistant Principal, Student Wellbeing.

The Personal Assistant enhances the quality of service provided by the Assistant Principal, Student Wellbeing and Student Wellbeing team to the school community, wider stakeholder groups and educational authorities. This is demonstrated by ensuring the administrative responsibilities associated with the role enable the Assistant Principal to be effective, efficient and professionally prepared at all times.

This multi-faceted role involves diverse duties which will require excellent interpersonal communication, organisational and time management skills. Working in a fast-paced environment, you will use your comprehensive organisational skills and initiative to organise and coordinate the activities of the Assistant Principal, Student Wellbeing, support the Deans of Students, House Leaders and Wellbeing Team, whilst taking responsibility for administration.

The nature, diversity and scope of responsibility require the frequent use of discretion, initiative and independent judgement.

## **Skills and Attributes**

We are looking for a highly organised, professional, and confidential Personal Assistant with strong computer literacy and exceptional interpersonal and communication skills. The successful candidate will have a commitment to a team approach, and demonstrated success as a Personal Assistant at a similar level and environment.

All Staff are expected to support and participate in the faith life of the College including commitment to the College Mission, ethos, and participate in ongoing professional development and learning. Parade College is committed to the safety and wellbeing of children and young people, with zero tolerance for abuse. All staff must comply with our Child Safeguarding policies and will be subject to ongoing screening, including Working with Children and Police Checks.

For further information regarding the key selection criteria for this position, please review the attached position description.

### **Working at Parade College:**

- Working within and around outstanding, grounds and facilities;
- Working with a collegial staff group;
- Onsite allocated car park space;
- Staff gym;
- Salary packaging available;
- Pay and conditions set by a state-wide enterprise agreement, and
- The satisfaction of contributing to the educational development of our young people.

### **Application Requirements**

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** including your skills, qualifications and experience relevant to the role; together with
- a current **Curriculum Vitae**.

Applications should be addressed to the Principal and submitted via the Employment Page on the College website.

**Applications close at 4pm, Wednesday 27 May 2026.** *Applications may considered and interviews held during the application period.*

*Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.*

*This community is committed to the safety, wellbeing and protection of all children in our care.*



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Personal Assistant ( <i>to the Assistant Principal - Student Wellbeing</i> )
<b>Reports To</b>	Assistant Principal - Student Wellbeing

#### PRIMARY PURPOSE OF POSITION

The Personal Assistant coordinates and supports the office of the Assistant Principal – Student Wellbeing by providing high level administrative support crucial in providing and maintaining efficient and effective day-to-day organisational mechanisms for the College.

It is the responsibility of the Personal Assistant to assist and support the Assistant Principal in the administration of the Student Wellbeing portfolio. The Personal Assistant does this by being informed and using their secretarial, relational skills and abilities to create a productive and efficient routine, ensuring effective liaison between the Assistant Principal, staff and the wider community. It is imperative that the role maintains confidentiality concerning all sensitive information.

#### STATEMENT OF DUTIES

<p><b>Specific Personal Assistant responsibilities</b></p>	<p>Support the Assistant Principal, Student Wellbeing to manage workload and activities through the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Manage their diary, coordinate meetings, prepare information and presentations, reports, and correspondence.</li> <li>• Screening calls and taking phone messages for the Assistant Principal and ensure that they are passed on in a timely and accurate manner.</li> <li>• Schedule meetings, prepare agenda, and maintain minutes for various College meetings chaired by the Assistant Principal.</li> <li>• Communicate with stakeholders including parents, students, teaching staff.</li> <li>• Coordinate events hosted by the Assistant Principal by preparing invitations, awards, catering, presentations and talking points, etc.</li> <li>• Proof reading of material prepared by the Assistant Principal for publications, events, presentations and distribution.</li> <li>• Providing Reception at both campuses with copies of all emails and mail sent to parents for their information and to assist with enquiries from parents for school events gazetted in the calendar.</li> <li>• Assist with the organisation for the fortnightly House Leader Meetings</li> <li>• Assist with preparing the Staff and College Newsletters for the Student Wellbeing Portfolio</li> <li>• Assist with the formatting of college reports submitted by members of the Wellbeing Team</li> <li>• Communicating through Tutor Teacher Calanders and emails regarding Wellbeing Wednesday Student Pivot Surveys</li> </ul>
<p><b>Student Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Preparing SMS, emails and letters for mail-outs to students and parents as required.</li> <li>• Emailing suspension notices, Letters of Warning and other forms of communication to parents, in consultation with Wellbeing Team members.</li> <li>• Preparing labels and envelopes for mail-outs to parents and students.</li> <li>• Returning phone calls to parents and other members of the community on behalf of the Assistant Principal – Student Wellbeing, Dean of Students, House Leaders and Wellbeing Leaders where necessary.</li> <li>• Making appointments for the Assistant Principal – Student Wellbeing and</li> </ul>

other members of the Wellbeing Team.

- Maintaining the appointment calendar for the Assistant Principal – Student Wellbeing Dean of Students and Director of Safeguarding on Outlook.
- Scheduling student and parent meeting for the Assistant Principal – Student Wellbeing Deans of Students and Director of Safeguarding as required.
- Preparing letters and other materials as required from time to time by the Wellbeing Team, Counsellors and Academic Advisors.
- Liaising with IT and Convenor of Social Emotional Learning in March/April to send out through student emails the annual Social Emotional Wellbeing Survey.
- Managing print room requirements of the Wellbeing Team, Counsellors and Academic Advisors.
- Managing the Student Driver permits which includes issuing the relevant forms to students; collecting the completed forms from students, checking that relevant signatures and copies of licenses and other details have been included and preparing the permit for signature by the Assistant Principal – Student Wellbeing.
- Assisting parents in making appointments for parent-tutor/teacher interviews via the Interview Booking system SIMON.
- Preparing materials for the Failte Program, Tutor Period sessions, Open Day, Orientation Day and events, Information Nights, Year 12 Graduation events etc and other parent nights as required, and assisting with the set-up for those events.
- Liaising with SOGGIES, AP–Organisation and other staff as and when necessary to ensure smooth delivery of programs from the AP–SW office, Dean of Students, House Leaders and Wellbeing Leaders.
- Ensuring a physical presence in the office of the AP-SW is maintained whilst the AP-SW is in meetings, teaching, off-campus, and prior to the commencement of, and at the end of, the school day and at student recess and lunchtimes.
- Liaising with College Registrar and Community Liaison Officer to maintain accurate student records.
- Purchasing and procuring items required by AP-SW, Dean of Students, House Leaders and Wellbeing Leaders for programs related to Student Wellbeing.
- Overseeing, maintaining, updating and promoting the Treacy Cup Point Tally
- Ensuring the Board Room/Bodkin Meeting Room is set up for the meetings;
  - Assist with promoting and celebrating Wellbeing Team Members birthdays, successes and special events
  - Sending reminders to Deans, House/Wellbeing Leaders regarding specific events or meeting times.
  - Assisting in any other way as requested by the Assistant Principal – Student Wellbeing and Deans of Students.
  - Taking Minutes for the Wellbeing Team Meeting.
- Backup Student Reception, as required and ensure Student Reception is covered adequately when required.
- Offering support and assistance to other areas of the College where necessary.

<b>Student Policies</b>	<p>Support the Assistant Principal, Student Wellbeing Dean of Students and Director of Safeguarding with the management of College Student Policies through:</p> <ul style="list-style-type: none"> <li>• Administering the College Detention System.</li> <li>• Organising and compiling the detention roster for weekday Wednesday and Thursday afternoons.</li> <li>• Ensuring that the names of students on detentions are accurately recorded on the right lists for each week.</li> <li>• Preparing materials and folders for teachers supervising detentions on Wednesday and Thursday afternoons</li> <li>• Maintaining supplies of work booklets for students during detentions.</li> <li>• Sending reminder emails to staff on the roster for supervising detentions that week on Monday mornings, including, dates for student free days throughout the year where HLs/Deans/APs can require students to attend a supervised detention on site for more serious matters.</li> <li>• Placing folders and materials for detentions in the pigeon-holes of the supervising staff before lunchtimes on Wednesdays and Thursdays, including liaising with the AP Wellbeing to for any students attending a student free day detention.</li> <li>• Coordinating the Deans, House Leader and Wellbeing Leaders staffing of detentions and duties.</li> <li>• Advising the Assistant Principal – Student Wellbeing when staff rostered for detentions are away, or have made swaps with other staff for their detention supervision.</li> <li>• Monitoring and updating SIMON as necessary, the rosters for supervision of detentions.</li> <li>• Create for the Assistant Principal Student Wellbeing, check, approve and release SAAs on SIMON ensuring that details are accurate. When required, liaise with staff entering SAAs and ensure that they make necessary changes where required.</li> <li>• Maintain and adequately store spare college uniform items. Students can loan items of clean clothing who are "out of uniform", as directed by HL, Dean, AP Students.</li> <li>• Store items of casual clothing and maintain a log of students' casual items handed to Student Services by staff.</li> <li>• Scan Behaviour Incident Reports and other necessary records onto Simon for Student records.</li> </ul>
<b>Student Records</b>	<ul style="list-style-type: none"> <li>• Entering data onto various databases for the Dean of Students, House Leaders, Counsellors and Academic Advisors as required.</li> <li>• Communicating in consultation with the Wellbeing Team when a Uniform Audit/Blitz will occur.</li> <li>• Preparing and collating the annual Student Safety Survey and distributing as required; as above Liaising with IT and Convenor of Social Emotional Learning in March/April to send out through student emails the annual Social Emotional Wellbeing Survey.</li> <li>• preparing other data collection instruments as required.</li> <li>• assist with identity photos (and replacements) for new staff and students.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Provide support of College First Aid, as required as a rostered First Aid Officer.</li> <li>• Other Duties as required by the Principal or delegate.</li> </ul>
<b>KEY PERFORMANCE INDICATORS</b>	
<ul style="list-style-type: none"> <li>• Satisfaction of the Assistant Principal and Director with the level and quality of support</li> <li>• Ability to meet deadlines with high quality outcomes and products.</li> <li>• Ability to carry out a number of non-teaching duties in a spirit of team work and collegiality.</li> <li>• Ability to demonstrate flexibility.</li> </ul>	
<b>POSITION REQUIREMENTS</b>	
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Friendly and warm disposition.</li> </ul>

	<ul style="list-style-type: none"> <li>• Welcoming and helpful personality.</li> <li>• Ability to interact well with staff, parents and students.</li> <li>• Ability to work effectively under pressure.</li> <li>• Ability to problem solve.</li> <li>• Ability to work flexibly across a two campus environment.</li> <li>• Support of College policies and strategic direction.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Be experienced in working with children.</li> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.</li> <li>• A working familiarity with Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA.</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Demonstrated experience working effectively within an office administration environment in a Secondary School.</li> <li>3. Demonstrated high level of attention to detail and with a proven ability to problem solve.</li> <li>4. Well-developed interpersonal skills including organisation and communication, with the proven ability to work effectively, independently and collaboratively, as part of a team.</li> <li>5. A demonstrated ability to self-motivate, initiate, prepare ahead of time and work autonomously under minimal supervision, with a proven ability to work within a team environment.</li> <li>6. Intermediate computer skills and experience, including Microsoft Office suite and database entry and reporting.</li> <li>7. Commitment to ongoing professional learning.</li> </ol>
<b>TERMS AND CONDITIONS</b>	
<ul style="list-style-type: none"> <li>• Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Education Support Employees, Level 3.</li> <li>• This position is a full-time ongoing position. Work hours will be 8am to 4pm Monday to Friday.</li> <li>• This position attracts seven weeks' school holidays.</li> <li>• The position reports to the Assistant Principal, Student Wellbeing and the Director of Operations, and will need to be available to the Assistant Principal and Director during specified periods leading up to the commencement of school and after school finishes/school holiday periods.</li> <li>• The position will, from time-to-time require attendance outside normal hours. Attendance at Open Day, Valet Evening will be required.</li> <li>• The successful applicant would require a commitment to ongoing professional learning. The position is subject to a regular cycle of professional appraisal and performance review according to College policy.</li> <li>• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.</li> <li>• Applicants are required to pass a Working with Children Check and a National Police Record Check.</li> </ul>	