

Executive Assistant to the Deputy Principals

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1000 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

In a recent School Review the College was described as a “positive, joyful community where the care of students was paramount”.

The College is seeking a motivated, reliable and professional person to join our Administration team. Applicants must be able to support the College’s Christian values and have a high level of comfort with change and be flexible and willing to be involved in a range of activities.

Position Summary

The Executive Assistant to the Deputy Principals provides direct assistance to the Deputy Principal – Head of Senior School and the Deputy Principal – Head of Junior School. This is an extremely busy position with significant responsibilities and high-level interactions with both administration and teaching staff. The position also contributes to the maintenance of a positive internal culture where service, integrity, kindness and humour are valued. A high level of professionalism and confidentiality are key components in carrying out this role.

Reports to:	Deputy Principal – Head of Senior School and the Deputy Principal – Head of Junior School
Status and Hours:	Full Time (Annual), Permanent position
Full Time Equivalent (FTE):	1.0
Commencement Date:	9 January 2023 (negotiable)

Professional and Personal Attributes

The Executive Assistant to the Deputy Principals calls for a calm and caring professional administrator with the capacity to work in a dynamic school environment to provide administrative support to the Heads of School and their teaching teams. Essential personal and professional attributes for this role include;

- A committed Christian and an active member of a church.
- Understanding of and ability to contribute to the vision and mission of Oran Park Anglican College.
- Strong interpersonal and relationship building skills, able to empathise with members of the College community with a high degree of confidentiality.
- Excellent communication skills, both written and verbal, with the ability to communicate at all levels and remain calm under pressure.
- Ability to deal with confidential information in a sensitive and professional manner.
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrated initiative and strong problem-solving skills with an ability to improve processes and practices.
- High level computing skills including the use of internet and email and the ability to utilise MS Outlook, Word, Excel and PowerPoint at an expert level and database proficiency (experience with Edumate an advantage).
- Meticulous attention to detail.
- Self-motivated with the ability to work within a team and/or autonomously.

Additional Information

- Salary:** In accordance with the Independent Schools NSW/ACT Standards Model (Support and Organisation Staff) Multi-Enterprise Agreement 2021
- Child Safety:** Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.
- WHS:** Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training.
- Note:** All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

The Application Process

Applicants are required to:

- Complete the "Application for employment – Non Teaching" form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked "Private and Confidential" to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

Email employment@opac.nsw.edu.au – one PDF document

Website www.opac.nsw.edu.au

Applications close 20 August 2022

Interviewing and appointment may occur prior to closing date