



## **Executive Assistant to the Deputy Principal – Head of Senior School**

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1250 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 Principal – Head of Senior School provides direct assistance to the Deputy Principal – Head of Senior School. This is a 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

**Status and Hours:**

Full Time (Annual), Permanent position

Office Hours are 8.00am – 4.00pm, although an understanding is required that the role will require greater hours than this, including attendance at full staff meetings held each term and other after hour events (with notice).

Holiday Allowance: 4 weeks per year to be taken during school holidays plus an additional 2 weeks special leave for any additional work past 4.00pm to support the operational functions as agreed with the Principal.

**Full Time Equivalent (FTE):**

1.0

**Commencement Date:**

Term 1, 2026

**Dress Code:**

Oran Park Anglican College requires staff to dress in a professional manner, fitting of an independent school.

## Major Responsibilities

The Executive Assistant is responsible to the Deputy Principal – Head of Senior School and must have the capacity to manage multiple tasks at once and respond to changes in plans easily, as well as be able to work in an open plan office environment. The responsibilities include but are not limited to:

- Provide direct administrative and clerical support to the Deputy Principal – Head of Senior School including acting as minute secretary, including agenda preparation and distribution, for Executive meetings.
- Maintain electronic diaries and coordinate meetings and appointments. This includes room bookings and equipment set up such as Zoom meetings, data projector and refreshments as required.
- Receiving and welcoming visitors to the Deputy Principal – Head of Senior School in a professional manner.
- Manage inbound telephone calls to the Deputy Principal – Head of Senior School.
- Assist with preparation of correspondence to parents, students and other stakeholders as required. This may include but is not limited to the use of mail merge and / or Edumate to send bulk emails, broadcasts to the Parent App and SMS messages to the College Community.
- Collation of purchase orders for signing.
- Manage and coordinate start up information for Parents each year such as school guides for stationery lists, introduction to the teacher emails (Years 7-12)
- Support the coordination of events for the Senior School as requested including event communication, catering as required and ensuring the inclusion of those with special needs (e.g. interpreters) but not limited to:
  - Staff Morning Tea Schedule
  - Overnight camps
  - High Achievers Assembly
  - College Open Day
  - Taster Day
  - Orientation Day
  - Parent Teacher Nights
  - Assembly as required
  - Multicultural Day
  - CAPA Nights
  - Year 12 HSC Showcase Evening
  - Year 12 Graduation (12)
  - Year 12 Valedictory Dinner
  - Celebration Assembly (7-11)
- Co-ordinate student academic reports and distribution in collaboration with Student Services Coordinator.
- Assist with welfare-related communication between the College and parents on behalf of the Deputy Principal – Head of Senior School when required, including; communication to parents regarding suspensions or detentions and confidential record keeping.
- Assist with management of data, correspondence and record keeping for the Deputy Principal – Head of Senior School for students with attendance below acceptable level.
- Management of collation of bulk orders for Senior School to commence each school year.
- Assist with the collection and analysis of data and preparation of associated reports as requested.
- Assist with the collation of leaver forms by the Deputy Principal – Head of Senior School for students leaving college.
- Maintain an awareness of contemporary practices in areas relevant to this position and critically assess processes and activities, identify opportunities for improvement in service, efficiency and effectiveness and implement as appropriate.

- Work collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion.

### Professional and Personal Attributes

The Executive Assistant to the Deputy Principal – Head of Senior School calls for a calm and caring professional administrator with the capacity to work in a dynamic school environment to provide administrative support to the Head 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

<b>References:</b>	Provide three (3) referees one of whom should be the Minister of the Christian community you serve within, who can support your application.
<b>Salary:</b>	In accordance with the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025.
<b>Child Safety:</b>	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.
<b>WHS:</b>	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. The successful applicant will be provided with their WHS responsibilities at the time of appointment.
<b>Diversity and Inclusion:</b>	Oran Park Anglican College provides inclusive, culturally safe and child-friendly services for all students. The successful applicant will be required to comply with policy and training requirements.
<b>Note:</b>	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](mailto:employment@opac.nsw.edu.au)

Website [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

**Applications will close on Friday 5 September.**

### Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education.

### Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.