

An exciting job opportunity with Australia's premier performance-centred school

The McDonald College is an independent, non-denominational, co-educational K – 12 school located in North Strathfield.

We specialise in performing arts and elite sports, with an equal focus on academic rigour. Streams include Acting, Classical Ballet, Contemporary Dance, Commercial Dance, Music, Musical Theatre, Technical Production, Elite Tennis and Rhythmic Gymnastics.

There is a real sense of community at The McDonald College. We are a small and dedicated team. Students are at the heart of everything we do, and we share in their passion for performance – whether that is on-stage, in the studio, on a court or in the classroom.

Position title: Executive Administration Assistant

Employment type: Permanent full-time

Reporting to: The Principal

Summary of the role

We are inviting applications for an Executive PA to the Deputy Principal commencing in January 2024. Be part of the diverse and friendly team of teachers and support staff, where you will be engaged to undertake a range of administrative tasks assisting the Deputy Principal in a busy school environment.

This role requires someone with initiative, is highly organised and confident dealing with students, teachers, and parents.

This role is a full-time position from 7.30am to 3.30pm working pro-rata during school term time (38 weeks per annum), and an additional 3 weeks during school holidays spread across the year to be negotiated.

KEY RESPONSIBILITIES

- Assist with administration of staff daily covers.
- Manage diary commitments and variation to daily operations.
- Manage scheduling of meetings and coordination of personal calendar.
- Maintain school calendar in TASS (making changes as required to keep calendar up to date).
- Create and manage documents such as, but not limited to, staff and parent communications, agendas, newsletter items and external communications as required.
- Provide logistical support for the planning and coordination of internal and external events - parent/teacher interviews, staff induction
- Administration of staff professional development records.
- Undertake other duties as required and be prepared to step into other administrative roles to support a small but busy support staff.
- Organise catering from time to time.
- Proofread student reports before final dispatch.

ESSENTIAL CRITERIA

- Working With Children Check.
- State as part of your application that you have read, understood, and agree to comply with the College Statement of Commitment to Child Safety and Wellbeing (see below).
- Demonstrated experience in a PA and/or administrative role requiring initiative and enthusiasm.
- Strong organisational skills and the ability to juggle competing priorities, ensuring on-time delivery of all time-critical activities.
- Excellent command of Plain English for writing copy.
- Demonstrated experience working with databases (working with a Learning Management System will be highly regarded).
- Demonstrated working knowledge of MS Office suite.
- A high level of professionalism and the ability to work independently.
- Commitment to the vision, and ethos of The McDonald College.
- Highly organised and has the ability to prioritise with limited direction.
- Excellent written and verbal communication skills.
- Understands the importance of confidentiality and sensitivity.
- Excellent interpersonal skills.
- Confident in making suggestions for process improvement.
- Flexibility and willingness to adapt to the changing needs and requirements of the position.

Please note if you do not address the above essential criteria, your application will not proceed.

PRIOR TO COMMENCING EMPLOYMENT, YOU MUST

- Provide a copy of your Working With Children Check
- Complete The McDonald College Child Safe Applicant Declaration
- Advise the Principal of any matter that would affect your employment or the reputation of the College.

PLEASE INCLUDE WITH YOUR APPLICATION

- Cover letter – stating your experience regarding the essential criteria
- A copy of your CV
- Contact details of two (2) professional referees from most recent employment

PLEASE ADDRESS YOUR APPLICATION TO

Maxine Kohler c/o marketing@mcdonald.nsw.edu.au

Interviews will commence as soon as suitable candidates apply.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to The McDonald College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safe responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision they make.

The child's right to privacy is respected and supported based on honest and open communication. Fostering trust and respecting boundaries will nurture confident young adults.

The College's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

Please see here for The McDonald College [Child Safe Applicant Declaration](#)