



CHRIST'S COLLEGE
CANTERBURY

POSITION DESCRIPTION

Executive Assistant, Academic Management
Schedule of Responsibilities and Person Specification

Reports to: Deputy Principal - Teaching and Learning

Functional Relationships

- College parents and boys
 - Members of the public
 - College suppliers and contractors
 - Teaching staff
 - Administration staff
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Purpose of the Position:

To provide administrative support to the Deputy Principal - Teaching and Learning, Deputy Principal - Planning and Co-curricular, and Deputy Principal - Student Care.

Responsibilities

The tasks include:

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Deputy Principal - Teaching and Learning

- Database entry and management
- Support of the Principal's Nominee
- Preparation of study guides and templates
- Scheduling and administering parent-teacher meetings
- Producing student reports

Deputy Principal - Planning and Co-curricular

- Assisting with relief staff management
- Assistance with calendar planning, entry and maintenance
- Management of education outside of the classroom digital platform

Deputy Principal - Student Care

- Assistance with Immerse and Inspire administration

General

- Use of computer-based technology as required with Google and Microsoft Office
 - Collecting and collating data for report production
 - Correspondence to parents
 - Assisting with preparations for the end of year prize-givings
 - Staff information/staff room organisation
 - Stationery management for teaching staff
 - Covering reception lunch breaks
 - Support of attendance office in staff absence
 - Other duties as required
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Ideal Person Specification:

- Efficient
 - Pays attention to detail
 - Able to work under pressure
 - Systems-focused
 - Collaborative
 - Creative
 - Proactive
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Other Skills Required

- Intermediate to advanced knowledge of Microsoft Word & Excel (including spreadsheets, pivot tables, etc)
 - Intermediate to advanced knowledge of Google docs/Google Drive
 - Experienced database administrator
 - Ability to effectively present data for College management and staff reports
 - Outstanding verbal and written communication skills
 - Excellent interpersonal skills
 - Discretion when dealing with highly confidential documents
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General Conditions

- The Executive Assistant, Academic Management is required to dress appropriately for the duties being performed
 - Christ's College is an Anglican school and employees are expected to be supportive of its character and heritage
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