



Position Description for PRINCIPAL'S ASSISTANT & ENROLMENTS

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland.

Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 120 years.

The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and profound values.

Rockhampton Girls Grammar School is a learning community founded on a commitment to '*Learning for Life*'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

Women can achieve anything.

OUR MISSION

To enable each young woman to know her strengths and to enthusiastically embrace her future.

THE ROLE

Position Title	Principal's Assistant & Enrolments
Department	Administration
Reports to	Administration Manager & Principal
Total Staff reporting to this position	Nil
Date prepared	June 2018

JOB PURPOSE

This role exists to:

- Support Rockhampton Girls Grammar School by providing administrative assistance in an efficient and courteous manner that promotes the School
- Provide effective and confidential secretarial support for the Principal
- Manage the enrolment process to ensure high conversion from the 'Prospectus sent' to the 'Confirmation' stage.

MAJOR FUNCTIONS

Administrative

- Maintain and enhance filing system and procedures for the Principal
- Handle parent and student inquiries
- Coordinate Principal's calendar
- Handle Principal's incoming mail and distribute as required
- Manage Principal's credit card receipts and reconciliation
- Assist with monthly Principal's Board Reports
- Coordinate travel and accommodation arrangements for the Principal
- Draft correspondence on behalf of Principal
- Prepare agendas for various staff Meetings
- Prepare Executive meeting agenda
- Prepare agenda and take minutes for Spotless meetings
- Prepare agendas and arrange for high quality weekly Assemblies
- Contribute to the Newsletter with Assembly information
- Prepare internal and external communications as required
- Assist Enterprise Manager to coordinate school events and functions such as Gaia Festival & Open Day, Speech Night and Investiture
- Work with Reception to publish regular Principal's Bulletins
- Cover for other Administration staff during short term absence

Enrolments

This is documented in the Enrolments Handbook and includes the responsibility to:

- Provide information to enquiring parents for day girls, boarders and international
- Answer email enquiries and send or organise prospectuses to be sent
- Coordinate International student's paperwork eg Prisms and Medicare needs with finance staff
- Make interview appointments and follow up with parents regarding the enrolment process
- Arrange for school tours in conjunction with interviews
- Liaise with parents and staff during the enrolment process
- Maintain and file paperwork for enrolment process
- Update the TASS database through the enrolment process
- Prepare day and boarding packages for confirmed students
- Organise laundry numbers, house allocation and buddies for new students
- Liaise with P&F Uniform Shop regarding information for new students
- Work with the Principal and Finance Manager to coordinate Scholarships and Bursaries
- Coordinate Orientation weekend in November for new students
- Prepare analysis reports for the Board of Trustees and the Principal.

GENERAL DUTIES

- Promote the interests of Rockhampton Girls Grammar School
- Serve the School diligently and faithfully
- Any other duties as may reasonably be directed by the Administration Manager and Principal

ESSENTIAL COMPETENCIES

- Demonstrate understanding and commitment to the philosophies of Girls Grammar.
- Excellent computer skills, including high level proficiency with Microsoft Office software.
- Excellent interpersonal and problem-solving skills to liaise with staff, students, parents and with the public generally.
- Be highly organised, able to work well under pressure, able to exercise initiative, judgement and flexibility in dealing with competing priorities, needs and deadlines.
- Ability to work autonomously and within a team environment.
- Excellent time management and project management skills to ensure that deadlines are met

WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

QUALIFICATIONS

Not required, however Business Administration qualifications would be advantageous.

MANDATORY REQUIREMENTS

Blue Card (or application in progress)

Computer and Microsoft Office literacy