

## POSITION DESCRIPTION

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**POSITION:** Personal Assistant to the Principal  
**Reports to:** Principal

### Key Purpose

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The Personal Assistant to the Principal is the senior administrative professional within Mentone Girls' Grammar, providing trusted executive support and strategic partnership to the Principal.

The role provides high-level executive, strategic and operational support to enable the Principal to lead the School effectively and achieve its strategic priorities. Working with a high degree of autonomy, judgement and professionalism, the Personal Assistant manages the day-to-day operations of the Principal's Office, ensuring exceptional organisation, effective communication and seamless coordination of executive activities.

As the primary liaison between the Principal and a broad range of internal and external stakeholders, the Personal Assistant exercises the highest levels of confidentiality, discretion and professionalism while building positive relationships across the School community.

The Personal Assistant also provides governance support to the School Council and Senior Management Team (SMT), and promotes a culture of service excellence, continuous improvement and operational efficiency.

The position requires flexibility, including attendance at occasional out-of-hours meetings and School events.

### Responsibilities and Duties

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This Position Description outlines the primary responsibilities and key requirements of the role and is not intended to be an exhaustive list of all duties, responsibilities, knowledge or skills. The successful incumbent may be required to undertake other duties that are consistent with the nature and level of the position, as reasonably directed by the Principal.

### Administrative Support to the Principal

- Manage the Principal's Office and daily workflow, ensuring competing priorities are effectively coordinated
- Proactively manage the Principal's complex diary, appointments and commitments
- Anticipate the Principal's administrative and operational requirements
- Prepare high-quality correspondence, reports, briefing papers, presentations, speeches and other documentation
- Manage confidential correspondence and sensitive information with absolute discretion
- Coordinate travel, accommodation and itineraries
- Conduct research and prepare background information to support executive decision-making
- Ensure timely follow-up of actions arising from meetings and strategic initiatives
- Develop and maintain efficient administrative systems and processes
- Maintain accurate digital and physical records in accordance with the School's records management requirements.



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### Governance Support

- Provide executive administrative support to the Principal, President of School Council, School Council Sub-Committees and Company Secretary by:
  - Coordinating meeting schedules
  - Coordinating the annual School Council calendar and governance schedule.

### Senior Management Team Support

- Coordinate SMT meetings
- Prepare agendas and meeting papers
- Attend meetings and record accurate minutes
- Monitor and follow up agreed actions
- Assist in the preparation of strategic reports and planning documentation.

### School Operation

- Coordinate appointments for prospective families, scholarship applicants and other visitors to the Principal's Office
- Support the planning and delivery of major School events, including Presentation Night, official ceremonies and community functions
- Prepare and coordinate correspondence relating to School awards, presentations and formal events
- Provide executive and administrative support for strategic projects and organisational initiatives as directed by the Principal
- Identify opportunities to improve administrative systems, processes and workflows, contributing to a culture of continuous improvement and operational excellence
- Coordinate visits by partner schools, guest speakers and other external stakeholders, ensuring a professional and welcoming experience
- Liaise with and facilitate active Principal participation in and contribution to external networks and committees, including but not limited to: ISV, AHISA, GSV, AAGGS, ASA, ICGS
- Maintain the School's Child Safety Register and support the administration of child safety documentation, compliance requirements and reporting obligations
- Ensure accurate and compliant records management practices, including the maintenance, storage and archiving of confidential records in accordance with legislative and School requirements
- Provide leadership, guidance and support to the Principal's Office administrative team, including the Personal Assistants and Reception staff, promoting collaboration, consistency, accountability and outstanding customer service
- Support the School's risk management framework by maintaining relevant registers, monitoring administrative compliance requirements and assisting with the implementation of risk management initiatives
- Support compliance with governance, legislative and registration requirements.

### Professional responsibilities

- Represent the Principal at meetings and events, where appropriate, and provide timely feedback and follow-up on key actions.
- Promote and uphold compliance with the School's policies, procedures and governance requirements.
- Maintain current knowledge and skills through ongoing professional learning and development relevant to the role.



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- Work collaboratively and flexibly with colleagues across the School to support the achievement of the School's Mission, Vision, Values and Strategic Plan.
- Undertake other duties and responsibilities consistent with the scope and level of the position, as directed by the Principal.

### Qualifications and Relevant Experience

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#### **Essential**

- Significant experience providing executive support to a senior executive.
- Exceptional organisational and time management skills.
- Outstanding written and verbal communication skills.
- Advanced proficiency in Microsoft Office and contemporary office technologies.
- Demonstrated experience coordinating governance meetings, preparing agendas and taking high-quality minutes.
- Proven ability to manage confidential information with discretion.
- Excellent stakeholder management and interpersonal skills.
- Ability to manage competing priorities while maintaining exceptional attention to detail.
- Demonstrated initiative, sound judgement and problem-solving ability.
- Experience leading or supervising administrative staff.

#### **Desirable**

- Experience within an independent or educational environment
- Knowledge of School governance practices
- Experience using school management systems such as Synergetic and Schoolbox
- Understanding of records management, privacy obligations and administrative compliance.

### Characteristics, Qualities and Skills

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- Exceptional organisational and self-management skills, with attention to detail and the ability to effectively prioritise competing demands, meet deadlines and perform under pressure.
- Outstanding written and verbal communication skills, complemented by a collaborative, empathetic and emotionally intelligent approach.
- Demonstrated ability to build strong, trusted relationships and influence a diverse range of internal and external stakeholders.
- Proven ability to foster trust, credibility and integrity through professional and ethical conduct.
- Sound judgement, discretion and the ability to manage highly confidential and sensitive information.
- A proactive, solutions-focused approach, demonstrating initiative, adaptability and a commitment to achieving outcomes.
- A collaborative, customer-focused mindset with a strong commitment to service excellence.
- Resilience, flexibility and the ability to respond effectively in a dynamic and fast-paced environment.
- A commitment to continuous improvement, innovation and the enhancement of administrative systems and processes.
- A genuine commitment to the Mission, Vision and Values of Mentone Girls' Grammar School and to promoting and maintaining a child-safe environment.



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### Child Safe

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Mentone Girls' Grammar School is committed to promoting the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with disability, and children from culturally and linguistically diverse backgrounds. The School has zero tolerance for child abuse and is committed to maintaining a child-safe environment in accordance with the Victorian Child Safe Standards.

All employees are required to comply with the School's Child Safety and Wellbeing Policy, Code of Conduct and all related policies and procedures, and to actively contribute to a culture that prioritises the safety and wellbeing of every child. Appointment to this position is subject to satisfactory pre-employment screening, including relevant child safety and background checks.

### Risk Management and Work, Health and Safety: General Responsibilities

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- Proactively identify, report and assist in managing workplace risks.
- Comply with all relevant legislation, regulations, codes of practice, and School policies and procedures.
- Take reasonable care for their own health and safety, and that of others who may be affected by their actions.
- Cooperate with the School's health, safety and wellbeing initiatives, including participating in required training.
- Use equipment, personal protective equipment (PPE) and safety systems correctly and in accordance with instructions.
- Work collaboratively and respectfully with colleagues, students, parents and members of the School community.
- Promptly report hazards, incidents, injuries and any health and safety concerns to their manager.

All employees are responsible for maintaining a safe and healthy workplace. Compliance with the School's health and safety requirements and safe work practices is a condition of employment.

### Employment Condition

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|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Nominal Hours of Work</b> | 8:30am-5:00pm                                                                                                                                                                                                                             |
| <b>Classification</b>        | Level 5, School Administration Services<br><i>Conditions of employment as per Educational Services (School) General Staff Award 2020</i>                                                                                                  |
| <b>Employment Status</b>     | Part time (FTE0.60-0.80 negotiable), ongoing                                                                                                                                                                                              |
| <b>Annual Leave</b>          | 5 weeks (pro rata) per annum                                                                                                                                                                                                              |
| <b>Physical Requirements</b> | The role requires the capacity to undertake normal office-based activities, including prolonged computer use, sitting, standing, walking, climbing stairs, carrying light items and communicating effectively in person and by telephone. |
| <b>Date Prepared:</b>        | July 2026                                                                                                                                                                                                                                 |