



De La Salle College Malvern PA to the Principal – Office Manager POSITION DESCRIPTION



De La Salle College Malvern is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

“The young should be able to see in your wisdom how they should behave.”

St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)

Role Purpose

The PA to the Principal – Office Manager provides leadership and coordination of the College's central administrative services, ensuring that reception, executive support, office systems and day-to-day administrative operations are efficient, professional, responsive and aligned with the College's mission, values and Lasallian tradition. The role leads the Executive Support and Reception team, establishes consistent office practices, coordinates resources and service standards, and supports effective communication across the College.

As part of this broader office management responsibility, the PA to the Principal – Office Manager also provides high-level, confidential executive and governance support to the Principal. This includes diary and meeting coordination, preparation of correspondence and papers, records management, minute taking and support for the School Advisory Council. Respect is the foundation for all relationships, and the safety and wellbeing of students remain at the forefront of the role.

Key Areas of Responsibility

The main responsibilities of the position are;

Office and Administrative Services Management

Team coordination

- Lead the day-to-day operation of the College's central office and reception functions, maintaining a welcoming, efficient and service-focused environment for students, families, staff, visitors and external stakeholders.
- Coordinate reception coverage for planned and unplanned absences, including preparation of lunch, holiday-period and relief rosters, and provide reception relief when operationally required.
- With the Human Resources Manager, allocate and monitor workloads across the Executive Support and Reception team.
- Provide day-to-day guidance, to administrative team members, promote collaboration and contribute to induction, professional learning and effective team performance.
- Oversee the presentation, organisation and functionality of reception, meeting rooms and shared administrative workspaces.
- Support the onboarding of new staff by coordinating relevant administrative information, access, orientation and integration into team processes and College practices.
- Foster effective communication, collaboration and teamwork across College departments so that administrative services are coordinated and responsive.

Office and Financial Administration

- Establish, document, review and continuously improve administrative procedures and workflows.
- Assist to manage office supplies, stationery, equipment and consumables.
- Maintain effective systems for the receipt, distribution, recording and secure handling of mail, deliveries, correspondence and administrative documentation.
- Promote consistent records management, naming conventions, filing structures, version control, retention and secure disposal practices across central administration.
- Identify opportunities to improve office technology, digital workflows, templates and shared administrative resources, and coordinate implementation in consultation with relevant staff.
- With the Director of Operations, maintain central administrative calendars, schedules, contact lists, registers, templates and procedural resources required for the effective operation of the College.
- Coordinate administrative arrangements for significant College activities and events where central office support is required, including room bookings, visitor arrangements, catering, materials and communications.
- Act as an escalation point for complex or sensitive administrative enquiries, resolving matters appropriately or referring them to the relevant member of staff.

Risk and Compliance

- Maintain the register of Executive and Finance staff required to complete Fit and Proper Person declarations.
- Ensure office practices comply with applicable College policies and procedures, privacy and confidentiality requirements, occupational health and safety obligations and employment requirements.
- Manage the development, review, implementation and communication of College policies and procedures, ensuring compliance with Melbourne Archdiocese Catholic Schools (MACS) requirements, relevant legislation, regulatory obligations, and best practice standards.

Principal and Executive Governance and Support

- As Personal Assistant to the Principal provide high-level, confidential and professional administrative support and advice to the Principal, exercising sound judgement, discretion and initiative.
- Manage the Principal's diary, appointments and forward schedule, coordinating priorities, briefing requirements, travel and attendance at key College events.
- Draft, edit and format correspondence, reports, internal communications, agendas, minutes and other documents on behalf of, or for consideration by, the Principal.
- Maintain secure and well-organised electronic records for communications and documentation associated with the Principal's Office.
- Triage enquiries and requests directed to the Principal's Office, facilitate timely follow-up and maintain appropriate confidentiality.
- Welcome guests of the Principal and coordinate meeting rooms, hospitality and other visitor arrangements.
- Attend ad hoc meetings at the request of the Principal and act as Minute Secretary where required.
- Schedule Executive meetings, prepare agendas in consultation with the Principal, assemble and distribute papers, record minutes and monitor agreed actions.
- Organise Executive retreats, planning days and off-site meetings, including venue, catering, accommodation, travel, documentation and related logistics as required.
- Attend Staff Meetings as required and act as Minute Secretary, including collating and distributing materials before and after meetings.
- Attend Consultative Committee meetings and act as Minute Secretary, preparing, collating and distributing meeting materials and maintaining accurate records.
- Contribute to the development of the College Calendar, ensuring the Principal's availability for significant College events and commitments.
- Apply an understanding of compliance obligations in an educational setting when contributing to the establishment, review and maintenance of College policies, procedures and registers.
- Participate as an active member of the Child Safety Team, contributing to relevant processes and procedures on behalf of the Principal.

School Advisory Council Support

- Coordinate the annual schedule and administrative requirements of School Advisory Council meetings in consultation with the Principal and Council Chair.
- Prepare agendas, assemble and distribute papers within agreed timeframes, and maintain an accurate and orderly record of Council documentation.
- Attend School Advisory Council meetings as Minute Secretary, prepare accurate minutes, maintain action records and distribute approved documentation in a timely manner.
- Ensure Council members hold current compliance documentation, including a Working with Children Check or VIT registration as applicable, and maintain a register of expiry dates.
- Manage secure electronic storage, access and retention of School Advisory Council documents and records

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health & Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team.

This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any identified hazards;
- Actively promoting and implementing agreed Occupational Health and Safety procedures;
- Identifying Occupational Health and Safety training needs of both individual staff and the department as a whole;
- Ensuring that staff working in the department are aware of their own responsibilities under Occupational Health and Safety requirements.

Staff in the department are to be advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on OLLIE.

Criteria

Personal Requirements/Competencies

- Executive level minute taking and document presentation;
- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds;
- Have outstanding organisational skills and a proven capacity to meet deadlines and prioritise tasks;
- Demonstrated skills in working with and knowledge of Microsoft Office programs including Word, Excel and Outlook.
- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Protection – Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Accountability

Reports to: Principal
Internal liaisons: Principal, Business Manager, Staff
External liaisons: Contractors and suppliers

Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Employer Agreement 2022.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Classification: Education Support Officer Category C, Level 5
Employment Status: Ongoing
Time Fraction: Full time
Hours of Work: 8:00am to 4:00pm
Leave: 7 weeks annual leave (taken during school holidays)

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.