



WANGARATTA  
HIGH SCHOOL

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## Position Description: Executive Assistant to the Principal & School Operations Coordinator

**Location:** adjoining or close to the Principal's office

**Reports to:** Principal

Level: ES 1-3

### Primary Focus

The purpose of the Executive Assistant to the School Principal role is to provide strategic administrative support to the Principal, enhancing their ability to lead and manage the school effectively. This includes managing communications, coordinating schedules and events, facilitating stakeholder engagement, and supporting school governance and strategic initiatives. To be effective skills of strategic foresight and initiative are essential.

The role is essential in ensuring operational efficiency, enabling the Principal to focus on leadership priorities that advance the educational outcomes and wellbeing of the school community.

The role is to be managed in a professional, efficient, sensitive, positive, and confidential manner. In undertaking the key responsibilities, the Executive Assistant will function at a high level in a dynamic environment and strive to develop and maintain excellent working relationships with members of the school leadership team, teaching staff, the administrative team and staff generally, leading by example.

The Executive Assistant to the Principal will also manage a range of special projects for the Principal which may be unique or ongoing.

### Key Responsibilities

- Provide Secretarial and administrative support to the Principal.
- Set up and manage the Principal's diary, scheduling all appointments, meetings, and conferences to ensure minimal conflicts and allow sufficient time for the Principal to respond to matters arising and other demands
- Incorporate key events from the school calendar into the Principal's diary, effectively resolving potential clashes and conflicts
- Receiving and welcoming visitors to the Principal in a professional manner, and providing refreshments as required
- Assist with preparation and distribution of agendas, minutes, correspondence and papers for the Wangaratta High School Council, including organisation of meetings and liaison with School Council members as required. Support follow up actions from meetings.
- Liaise with the Principal on priorities for work
- Attend Principal's meetings and Staff Briefings as requested, take minutes and distribute to support
- Support the management of the 'Master School Calendar' and Term Calendars on behalf of the Principal through to finalisation, considering impacts on organisational aspects of events
- Assist with preparation of agenda and other papers for Executive Leadership Team meetings
- Handle all initial telephone enquiries to the Principal and redirect where appropriate

- Screen emails, calls and queries to the Principal and redirect where appropriate
  - Attend to enquiries from staff and general public, including media enquiries
  - Arrange ad hoc functions and meetings (i.e. students, parents and staff) involving the Principal as required, including logistics such as travel, venues, catering
  - Support the school principal with developing and maintaining school policies
  - Other duties as directed by the Principal and which may be required from time to time.
- Ensure all staff absences are covered by the allocation of “extras/in lieu’ s’ when necessary, employment of a CRT in consultation with the Assistant Principal and/or Operations Leader.
  - Track all staff absences and keep an up to date record.
  - Updating room changes in Compass.
  - Maintain accurate records of staff extra and in lieu periods, ensuring staff are utilised prior to employing a CRT.
  - Develop and implement effective and efficient processes and procedures to allocate ‘extras’ to staff.
  - Notify staff in advance of their covers as required.
  - Arrange timetable coverage for certain events eg Naplan.
  - Ensure the employment of CRTs remains within budget limits.
  - Consulting Assistant Principal and or Operations with regards to school event covers eg Swimming carnival, end of year events.
  - Liaise with teaching staff with regards to work left for absent staff and ensure it is accessible for the replacement teacher.
  - Coordinate the employment of CRTs and their effective integration into the school.
  - Provide all CRT staff with the necessary documentation regarding the school’s routines and current policies, with resources required to assist them.
  - Manage an up-to-date record of CRT details including ensuring their VIT details are recorded.
  - Manage CRT data sheet which produces CRT timesheet and budget allocation.
  - Notify all staff of the Daily Organisation in a timely manner.
  - Communicate with HR, Operations and Assistant Principal to notify them of any extended staff absences.
  - Maintain and update the Microsoft Outlook shared Daily Org Calendar
  - In conjunction with Assistant Principal, set up the End of Semester reporting system.
  - Assist Timetable coordinator with timetabling data.

## Experience and skills required

- Proven Personal Assistant experience at a senior management level and efficient typing skills
- Experience in minute taking
- A high degree of confidentiality and discretion
- Strong organisation and communication skills
- Strong attention to detail and demonstrated capacity to apply analytical and problem-solving skills to non-routine activities
- Excellent time management skills, with an ability to prioritise work, be self-directed and show initiative in identifying and dealing with issues that might arise, in an often time-pressured environment
- Ability to work autonomously and as part of a team
- Recruitment Online, EduPay, Compass and CASES21 experience would be advantageous, training will be organised if not familiar with these programs
- Highly proficient with MS Office (Outlook, Word, Excel, Publisher & PowerPoint)
- Current Working with Children Check