The Principal’s Personal Assistant is responsible to the Principal for day to day operations and provides support to the Senior Executive for designated administrative tasks.

Responsibilities:

- The Principal’s Personal Assistant is responsible to the Principal for:

  a. Preparation and presentation of the Principal’s outward correspondence;
  b. Receipt, checking and filing of the Principal’s correspondence;
  c. Receipt and maintenance of the Principal’s appointment times;
  d. Maintenance of student confidential records including personal files and correspondence;
  e. Maintenance parent/student records and associated correspondence; maintain confidential correspondence for the Principal as required;
  f. In-house functions – responsible for preparing formal invitations, rsvp, liaise with caterers/co-ordinate catering and assist with set up; and at functions; current RSA
  g. Preparation and printing of Programme for annual Years 3 – 12 Presentation Day and preparation and printing of letters of support; co-ordinate, set up/clear luncheon of invited guests; prepare Programmes for various activities, eg Inductions, Carol Services, various invitations as required and maintenance of rsvp, etc.
  h. Responsible for information for Parents, staff, students – sent out via email on behalf of the Principal and co-ordination of responses
  i. Minute Secretary of the Scone Grammar School Council

- Other associated duties include:

  j. Assist Secondary staff in preparation of correspondence to parents/students as requested; assist Class Liaison Parents and Fete Co-Ordinator with associated correspondence as requested;
  k. Maintain School’s calendar on TASS;
  l. Prepare Calendar details for weekly Newsletter and liaise with Canteen Co-Ordinators for weekly volunteers’ list for Newsletter;
  m. Listen and assist parents/students with confidential and delicate issues they wish to discuss and liaise with Principal/Executive as appropriate;
  n. First aid qualified;
  o. Covering reception and first aid duties during school holidays and during absences of receptionists in Student Services;